



City of Farmers Branch

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

Meeting Minutes

Planning and Zoning Commission

Monday, March 26, 2018

7:00 PM

City Hall

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

Excused 1 - Commissioner Jared Sullivan

Present 11 - Commissioner Tim Yarbrough, Commissioner David Moore, Commissioner Chris Brewer, Commissioner Michael Driskill, Chairman Jason O'Quinn, Commissioner Linda Bertl, Commissioner Giovanni Zavala, Vice Chair Sergio De Los Santos, Tina M. Figgins AICP Director of Planning, Andreea D. Udrea Planning Manager, and Brian Campbell Planning Technician

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- 2) City Hall

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A. STUDY SESSION

Excused 1 - Commissioner Jared Sullivan

Present 11 - Commissioner Tim Yarbrough, Commissioner David Moore, Commissioner Chris Brewer, Commissioner Michael Driskill, Chairman Jason O'Quinn, Commissioner Linda Bertl, Commissioner Giovanni Zavala, Vice Chair Sergio De Los Santos, Tina M. Figgins AICP Director of Planning, Andreea D. Udrea Planning Manager, and Brian Campbell Planning Technician

A.1 TMP-2650

Discuss Regular Agenda items.

Chairman O'Quinn opened the Study Session at 6:03 PM and thanked the Commissioners for their service.

Chairman O'Quinn opened discussion on Study Session Agenda item A.1 Discuss Regular Agenda Items. Chairman O'Quinn asked for any questions or comments on Regular Agenda Item B.1.

Hearing no questions or comments from the Commissioners, Chairman O'Quinn asked for any questions or comments on Regular Agenda Item B.2.

Hearing no questions or comments from the Commissioners, Chairman O'Quinn asked for any questions or comments on Regular Agenda Item C.1.

Referring to the deliniation between vehicle maintenance and vehicle repair in the Comprehensive Zoning Ordinance (CZO), Chairman O'Quinn asked for clarification on how the applicant, Zapata Auto, planned on not extending the business beyond basic maintenance and detailing services. Mrs. Andreea Udrea, Planning Manager, explained that the Specific Use Permit (SUP) only addressed the paint booth and that the applicant did not have the resources to extend the business beyond painting and minor body work for vehicles. Mrs. Udrea said the applicant would be present at the meeting to address this issue. Mrs. Udrea said staff planned to tailor the ordinance for this SUP to cover the paint booth only.

Referring to Regular Agenda Item C.1, Commissioner Zavala asked if the applicant was currently occupying one (1) of the suites in the existing building located at Garden Brook Drive. Mrs. Udrea said that the applicant had been doing vehicle maintenance for seven (7) years in suite 3115 of this building. Mrs. Udrea explained that for this SUP request, the applicant proposed expanding into suite 3117 to install the paint booth.

Referring to Regular Agenda Item C.1, Commissioner Brewer asked if there had been any concerns regarding unserviced vehicles being parked in the parking lot. Mrs. Udrea said the applicant parks vehicles outside until they are brought inside the suite for service. Mrs. Udrea also said that no vehicles were left in the parking lot overnight and that the applicant's customer turnaround time was usually one (1) business day. Mrs. Udrea said this issue was addressed during case review and was included in the staff report.

Referring to Regular Agenda Item C.1, Commissioner Brewer and Commissioner Bertl both commented that the applicant was bringing the vehicles into the suite at night. Mrs. Udrea said yes. Mrs. Udrea also said that the applicant has the capacity to service up to eight (8) vehicles at a time.

Referring to Regular Agenda Item C.1, Chairman O'Quinn commented that he once worked at an auto collision center at which inoperable vehicles were brought in at night, sometimes on a powered dolly. Chairman O'Quinn commented that he planned to ask the applicant about the storage of inoperable vehicles. Mrs. Udrea explained that the applicant did not have the resources to service inoperable vehicles. Mrs. Udrea said that the applicant's business would consist primarily of light vehicle maintenance and the painting of vehicles.

Referring to Regular Agenda Item C.1, Commissioner Zavala asked about the types of businesses in the area. Mrs. Udrea said primarily all businesses in this area are light industrial related uses. Mrs. Udrea said there are auto-related uses on Garden Brook Drive and Venture Drive, including a car wash at the corner of Webb Chapel Road and Garden Brook Drive or Towerwood Drive. Mrs. Udrea said there was a vehicle repair business located at Webb Chapel Road and Garden Brook Drive or Towerwood Drive.

Hearing no other questions or comments from the Commissioners on Regular Agenda Item C.1, Chairman O'Quinn asked for any questions or comments on Regular Agenda Item C.2.

Referring to Regular Agenda Item C.2, Vice Chairman De Los Santos asked about the special exception for parking at the subject site. Mrs. Udrea explained that in 1998, the original Detailed Site Plan for development of this property approved 97 less parking spaces than what was required in Planned Development District No. 22 (PD-22). Mrs. Udrea further explained that during this time, the applicant was operating fine with this parking configuration and that various people in the City were consulted about the applicant's parking needs. Mrs. Udrea said the applicant was not planning to increase the employee count and that the applicant was proposing to increase the warehouse space. Mrs. Udrea said the applicant would be present at the meeting to address this question.

Referring to Regular Agenda Item C.2, Vice Chairman De Los Santos commented that the applicant was basing parking requirements on employee count and not square footage of the warehouse space. Mrs. Udrea said yes and explained that the applicant was requesting a special exception because of this, thus requiring this Detailed Site Plan to be a Public Hearing.

Referring to Regular Agenda Item C.2, Commissioner Brewer asked if the applicant owned or was leasing the building. Mrs. Udrea said the applicant owned the building.

Referring to Regular Agenda Item C.2, Commissioner Yarbrough asked if the applicant owned the property to the north of the subject site. Mrs. Udrea said this property was part of the subject site.

Referring to Regular Agenda Item C.2, Chairman O'Quinn asked if there would be any opportunities to add additional parking to this site in the future, noting that a new tenant moving into this space may have alternate parking needs. Mrs. Udrea said yes, explaining that the applicant could add additional parking spaces along the northern property line. Mrs. Udrea said there would be room for additional spaces in this area. Mrs. Tina Figgins, Director of Planning, added that another option could involve the closing of the overhead dock doors and utilizing the pavement in front of the dock doors for additional automobile parking. Mrs. Figgins further explained that parking would be a consideration of a new tenant moving into this space as adequate parking would have to be provided dependent upon the use of the space and the needs of the tenant.

Referring to Regular Agenda Item C.2, Commissioner Zavala asked what procedures the City would have for addressing parking for future tenants of this subject property. Mrs. Figgins explained that if concerns over parking arised for any future tenants that a parking count could be evaluated. Mrs. Figgins said that staff would bring attention to potential future tenants the special exception for parking should this Detailed Site Plan be approved. Mrs. Figgins said that potential tenants who believed parking at this site to be inadequate would probably not lease this space. Mrs. Figgins said that future tenants would have the option to discuss with staff about restriping the parking lot and utilizing the pavement in front of the overhead dock doors. Mrs. Figgins said that staff could not guarantee that problems related to parking at the site would not arise with potential future tenants, but they had viable options for addressing any issues. Mrs. Udrea added that the current floor plan was for an office and warehouse use for this property and whether or not a potential future tenant would accommodate more than 480 employees would need to be taken into consideration. Mrs. Udrea also said that future tenants would only appear before the Planning and Zoning Commission if their

proposed use required a Specific Use Permit. Mrs. Udrea said if the proposed use was allowed by right, staff would be able to bring up any concerns regarding parking during the approval process for the Certificate of Occupancy.

Referring to Regular Agenda Item C.2, Commissioner Yarbrough commented that the subject property is primarily a warehouse. Mrs. Udrea said that in addition, there is a large office component in the front area of the building with about 300 employees working in that area.

Referring to Regular Agenda Item C.2, Commissioner Driskill commented that the property is the applicant's global headquarters.

Referring to Regular Agenda Item C.2, Chairman O'Quinn commented that he had toured the facility and that the warehouse space was outfitted with a Heating, Ventilation, and Air Conditioning (HVAC) system.

Referring to Regular Agenda Item C.2, Commissioner Bertl commented that the applicant was providing additional landscaping. Mrs. Udrea said the applicant would be providing additional trees in the parking lot to the south as well as to the area east of the building. Mrs. Udrea said that the landscaping along the masonry wall screening the loading area would also be continued as part of the expansion.

Referring to Regular Agenda Item C.2, Commissioner Bertl asked if trees would be added to the area featured in one of the existing photographs in the agenda packet, noting the erosion depicted in the photo. Commissioner Bertl then asked why trees would be placed there. Mrs. Udrea said that trees in these areas would be placed in landscape islands to the back of this area, referencing the landscape plan submitted by the applicant. Commissioner Bertl commented that planting trees too close together disturbs the root systems of already existing trees and that the existing trees should be given the opportunity to grow out. Mrs. Udrea said that PD-22 required one (1) tree per 33 linear feet. Mrs. Udrea said that the applicant planned to add another driveway approach in this area. Commissioner Bertl commented that this would be an ideal location for permeable paving. Mrs. Udrea said staff had spoken with the applicant about this.

Hearing no other questions or comments from the Commissioners, Chairman O'Quinn closed discussion on this agenda item.

A.2 [TMP-2667](#)

Discuss revised ethics and sexual harassment training procedures for the Planning and Zoning Commission.

Chairman O'Quinn opened discussion on this agenda item by explaining that the City Secretary has made revisions regarding ethics and sexual harassment training. Chairman O'Quinn then asked Mrs. Firgens to elaborate on this agenda item.

Mrs. Firgens said that the City Secretary has reviewed training for all Boards and Commissions and has proposed a new methodology to ensure all individuals serving on these bodies complete the training in a timely manner. Mrs. Firgens informed the Commission that those who had yet to complete their training would have an opportunity to do so as a group in July. Mrs. Firgens explained that the training session would be held in July because new appointments for Boards and Commissions was coming up this spring with all appointments anticipated to be complete by June. Mrs. Firgens then stated, the goal would be to get everyone together for the training in

July. Mrs. Firgens said that this training was a requirement of the City's Ethics Policy, which the City Council updated as recently as earlier this year or late last year. Mrs. Firgens said a challenge of completing the training in July would be working around vacation schedules. Mrs. Firgens said that if both training sessions were to be completed in the same Study Session, then the Study Session would need to begin earlier than the normal 6:00 PM starting time. Mrs. Firgens said each of these videos were approximately one (1) hour in length. Mrs. Firgens said another option could be breaking the training up between two (2) Study Sessions, dedicating one (1) session for each video in order to accommodate the Commissioner's work schedules.

Commissioner Yarbrough asked if the Commissioners had the option of viewing the videos prior to the scheduled training or if they would have to wait until the scheduled training. Mrs. Firgens said the Commissioners were welcome to view the videos at any time, but they would nevertheless be viewing the videos during the scheduled July training session.

Chairman O'Quinn commented that any training completed within the last few months was for the year 2017 and that the training in July would be for the year 2018. Mrs. Firgens said yes and added that this would carry over into the year 2019 as the Commissioners were required to complete the training annually. Mrs. Firgens said that while the content might not change, the Commissioners would still be required to complete this training per the City's Ethics Policy. Mrs. Firgens stated that the City Secretary believed the best way to ensure the Boards and Commission remained in compliance was having each of them complete the training as a group. Mrs. Firgens said that from an administration standpoint, this would help the City Secretary maintain proper records.

Commissioner Yarbrough asked when City Council made the decision to have the training in July. Mrs. Firgens said staff received an email on the subject less than a month ago. Mrs. Firgens said it was her understanding that the training was to proceed in this manner in order to ensure compliance of all Boards and Commissions with respect to the training. Mrs. Firgens said the training would take place in July because of the Boards and Commissions appointments process happening in May. Mrs. Firgens explained that City Council was briefed last week regarding the upcoming Boards and Commissions appointment process. Mrs. Firgens explained that at the first City Council meeting in June, City Council is anticipated to vote on candidates for the various Boards and Commissions having vacancies. Mrs. Firgens said that after these individuals were sworn in, training would commence. Mrs. Firgens said it is the City Secretary's goal to have all individuals serving on Boards and Commissions complete their training by August 1, 2018.

Commissioner Zavala asked if the Planning and Zoning Commission had any forthcoming vacancies. Mrs. Firgens said there would be two (2) vacancies. Mrs. Firgens said that any Commissioners whose terms were about to expire should be receiving an email on the subject next week. Mrs. Firgens said that any Commissioners interested in re-applying for the Commission are encouraged to do so. Mrs. Firgens said that the Commissioners could review the application process online at www.fbboard.com. Mrs. Firgens said interviews would take place in May, appointees would be voted on by City Council in June, and training would commence in July. Mrs. Firgens said she would make herself available after this Study Session for Commissioners interested in speaking with her about where their term status.

Hearing no more questions or comments, Chairman O'Quinn closed discussion on this agenda item.

A.3 [TMP-2668](#)

Receive a report regarding zoning and development cases acted upon by City Council.

Chairman O'Quinn opened discussion on this agenda item by explaining that this is an item the Commission has requested staff bring back once a month. Chairman O'Quinn said that the Commission was interested in learning about how the City Council voted on previous cases the Commission reviewed and voted on.

Mrs. Firgens said the list of cases in the agenda packet dated back to January of this year. Mrs. Firgens informed the Commission that most of the cases were approved by City Council as submitted. Mrs. Firgens brought attention to case 17-SU-18 for the Specific Use Permit for Area Event Center located at 4051 Lyndon B. Johnson Freeway. Mrs. Firgens explained that this case was approved with a modification. Mrs. Firgens explained that the applicant had requested hours of operation up until 2:00 AM. Mrs. Firgens said City Council was in favor of and approved this modification. Mrs. Firgens said at the time this case was presented to the Commission, it was staff's understanding that the business would be closing at 12:00 AM.

Mrs. Firgens explained that subsequent lists would be shorter in length because this item would be presented to the Commission at every second Study Session of each month. Mrs. Firgens said future lists for this agenda item would reflect the most recent cases on which City Council has taken action.

Referring to case 17-SU-18, Commissioner Yarbrough asked about the applicant's desired closing time, noting that the applicant had originally proposed a closing time of 12:00 AM. Mrs. Udrea explained that the applicant had proposed a 2:00 AM closing time. Mrs. Udrea said that the decision for a 12:00 AM closing time was staff driven, based on internal discussion with the police department. Mrs. Udrea said that the 2:00 AM closing time was brought up during the City Council meeting and the decision was made to grant this closing time. Mrs. Udrea said a new precedent has been established for this type of business.

Referring to case 17-SU-18, Commissioner Bertl commented that nothing had been done with the suite at this time and that the "For Lease" sign was still posted. Mrs. Udrea said it was her understanding that the applicant had the suite under contract for two (2) years prior to the approval of the Specific Use Permit.

Referring to case 17-SU-18, Chairman O'Quinn commented that sometimes "For Lease" signs are left posted year-round.

Chairman O'Quinn commented that he believed it would be helpful if staff noted the status of the project, such as "Under Construction", "Tenant Has Moved In", and "Tenant Improvements in the Works". Chairman O'Quinn commented that he remembered a retail project on Lyndon B. Johnson Freeway between Webb Chapel Road and Josey Lane that the Commission had expressed excitement over that never saw fruition. Chairman O'Quinn noted that this happened before the expansion of Interstate 635 (I-635). Chairman O'Quinn said that information on the status of a project might not be necessary at every other Study Session, but he believed this information would be helpful for the Commission. Chairman O'Quinn said seeing projects move forward adds to the economic vitality of the City as well as increases the number of flourishing businesses. Chairman O'Quinn said he believed this information would be encouraging for the Commission.

Mrs. Firgens said that in creating this list, staff worked with utilizing existing databases

so as to not duplicate work or have to create a new process due to limited staffing. Mrs. Firgens said it was staff's goal to bring this report to the Commission once a month and the cases featured in these reports will likely not have made much progress at the time of reporting. Mrs. Firgens said it was staff's goal to keep the Commission informed and that cases featured in future reports will likely not have not progressed beyond the stage of applying for a building permit.

Commissioner Moore asked about next steps for previously approved projects in which the subject properties remain undeveloped, noting a case for a church that was approved by both the Planning and Zoning Commission and City Council during the first quarter of 2017 in which the subject property remains undeveloped. Mrs. Firgens said that typically, the next step for a project following approval from both the Planning and Zoning Commission and City Council would be to submit building and construction plans. Mrs. Firgens noted that some projects never see fruition for various reasons, including financing. Mrs. Firgens said staff does not actively maintain any databases for projects that go unfinished after zoning approval. Mrs. Udrea added that the City's Development Review Committee (DRC) is briefed on all projects. Mrs. Udrea noted that typically, Community Services and Public Works are the next departments applicants need to seek approval from after zoning approval. Mrs. Udrea said that every few months, she followed up with both departments to see what projects have come before them. Mrs. Udrea said in the case of the Jesus House Church Commissioner Moore commented on earlier, she is contacting the applicant annually for a progress report. Mrs. Udrea said the applicant owns the property and is still in the process of securing financing. Mrs. Firgens said that no formal database is maintained for undeveloped projects that have been approved and that these follow ups are more of an informal conversation. Mrs. Udrea said yes, noting these follow ups are done as a courtesy between departments. Mrs. Firgens said there is internal dialogue that takes place amongst the various departments, but that staff does not keep up with the status of all developments within the City. Mrs. Firgens noted the many zoning inquiries, site plans submitted for approval and other zoning processes that staff takes in on a regular basis. Mrs. Udrea noted the development update presentation she presented before the Commission back in January.

Commissioner Bertl commented on the rapid development of homes within the Mercer Crossing community on the western side of the City. Commissioner Bertl said she would encourage the other Commissioners and staff to drive around this area of the City. Commissioner Bertl commented that she was excited over the development of the retail center at Valley View Lane and Senlac Drive. Mrs. Firgens said that any projects the Commission was interested in receiving information on could be brought up during the Items For Future Consideration portion of the Regular Meetings of the Planning and Zoning Commission and that this information could be brought back by staff.

Chairman O'Quinn commented that he liked the progress of development for the CVS Pharmacy that is currently being developed on the corner of Josey Lane.

Vice Chairman De Los Santos noted a typo for the fourth item on this list: 14465 Webb Chapel Road. Vice Chairman De Los Santos noted the portion of the description under the Development Request box that should have read "business", not "usiness".

Mrs. Firgens asked if the report format was okay with the Commission. Chairman O'Quinn commented that it was fine and said that the Commissioners could ask questions over these projects as appropriate.

Mrs. Firgens asked if the Commission would like updates on previous cases added to

the next list. Chairman O'Quinn said no, noting that the provided information was sufficient.

Chairman O'Quinn said he would like an update on the two (2) hotels being developed on the Mira Lago peninsula. Mrs. Udrea said that staff would need to follow up with Community Services as this department is monitoring the progress of these hotels very closely. Chairman O'Quinn commented that one of the hotels may have been experiencing mold and mildew issues due to the lapse in construction. Mrs. Udrea said yes, noting that the structure sat empty during inclement weather, which contributed to these issues. Mrs. Udrea noted that both hotels were approved about three (3) years ago.

Commissioner Bertl asked what happens to projects approved four (4) years ago whose criteria might change after approval from the Planning and Zoning Commission and City Council. Mrs. Firgens noted that staff could bring this information back to the Commission and that the Commission was not posted to discuss that topic on this agenda. Mrs. Firgens said that the Commission could discuss this topic as it related to the projects featured in the report for this agenda item.

Hearing no more questions or comments from the Commissioners, Chairman O'Quinn closed discussion on this agenda item and adjourned the Study Session. Commissioners and staff reconvened in Council Chambers for the Regular Meeting at 7:00 PM.

B. REGULAR AGENDA ITEMS

- B.1** [TMP-2654](#) Consider approval of the Attendance Matrix for the Planning and Zoning Commission as presented; and take appropriate action.

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

Excused: 1 - Commissioner Sullivan

Aye: 8 - Commissioner Yarbrough, Commissioner Moore, Commissioner Brewer, Commissioner Driskill, Chairman O'Quinn, Commissioner Bertl, Commissioner Zavala and Vice Chair De Los Santos

- B.2** [TMP-2655](#) Consider approval of the March 12, 2018 Planning and Zoning Commission Minutes; and take appropriate action.

A motion was made by Commissioner Moore, seconded by Commissioner Zavala, that the Minutes be approved. The motion carried by unanimously

Excused: 1 - Commissioner Sullivan

Aye: 8 - Commissioner Yarbrough, Commissioner Moore, Commissioner Brewer, Commissioner Driskill, Chairman O'Quinn, Commissioner Bertl, Commissioner Zavala and Vice Chair De Los Santos

C. PUBLIC HEARING**C.1 18-SU-03**

Conduct a public hearing and consider a request for a Specific Use Permit for a vehicle repair (paint and body) business located at 3117 Garden Brook Drive; and take appropriate action.

The subject property is fully developed and contains one (1) building divided into four (4) suites. The applicant, Zapata Auto, is currently leasing suite number 3115 for the vehicle maintenance business, and is proposing to expand into suite number 3117, to add vehicle repair (paint and body) to this business. The property is located within the Light Industrial (LI) zoning district. The Comprehensive Zoning Ordinance (CZO) requires all vehicle repair businesses to obtain a Specific Use Permit. Staff recommends approval of this Specific Use Permit request as presented.

Mrs. Andreea Udrea gave a presentation regarding the applicant's proposal as presented in the staff report. Mrs. Udrea explained that per the CZO, vehicle maintenance is permissible within the LI zoning district. Mrs. Udrea further explained that should this Specific Use Permit be approved, the adopting Ordinance shall limit the vehicle repair use to the paint and body operations only, in addition to the vehicle maintenance.

Chairman O' Quinn opened the floor for questions from the Commissioners.

Commissioner Driskill asked about the existing vehicle ramp. Mrs. Udrea explained that the applicant would use the ramp as part of their business.

Referring to the site plan, Commissioner Driskill noted that the ramp was marked by cross hatches and said he was not sure how to interpret this. Mrs. Udrea explained that the adjoining suite 3115, also being used by the applicant, featured a ramp. Mrs. Udrea said that the applicant would explain how the ramps would be used.

Vice Chairman De Los Santos asked if the applicant would be required to enhance the landscaping as part of expanding his business into the new suite. Mrs. Udrea explained that exterior maintenance is typically an agreement between the owner and the lessee of a property. Mrs. Udrea further explained that she was informed by the applicant that the owner of the property operates a business in one of the suites. Mrs. Udrea explained that because of this, the owner would be in charge of exterior maintenance for this property.

Vice Chairman De Los Santos asked if the City would require the owner, not the tenants, of the property to maintain the landscaping. Mrs. Udrea said yes, explaining that if the landscaping was not maintained that the City would send notices to the owner.

Hearing no more questions for Mrs. Udrea, Chairman O'Quinn invited the applicant to approach the podium.

Mr. Eddie Vasquez, the applicant, 3115 and 3117 Garden Brook Drive, Farmers Branch, Texas, explained that he was pursuing this Specific Use Permit in order to get his business compliant with the City's codes and ordinances.

Referring to the site photograph, Chairman O'Quinn asked if the existing vehicle ramp was in front of suite 3117 or suite 3119. Mr. Vasquez said the ramp was in front of

suite 3119. Mr. Vasquez explained that at the time this photograph was taken, the previous lessee of suite 3115 had removed the ramp due to deliveries via eighteen (18) wheeler trucks. Mr. Vasquez further explained that after these lessees were evicted and he rented the space, a removable ramp was installed in front of the suite. Mr. Vasquez explained that this ramp was a metal ramp, unlike the ramp at suite 3119 which was a concrete ramp.

Chairman O'Quinn said there was currently a ramp in front of suite 3117. Mr. Vasquez said yes. Chairman O'Quinn then stated that this ramp was a metal ramp, not a concrete ramp. Mr. Vasquez said yes.

Vice Chairman De Los Santos asked Mr. Vasquez about the paint booth. Mr. Vasquez explained that this would be a new booth. Mr. Vasquez further explained that the booth would be composed of metal and be completely enclosed. Mr. Vasquez said the booth would feature a three (3) phase exhaust system with a down draft system in order to ensure compliance with the standards of the Texas Commission on Environmental Quality (TCEQ).

Vice Chairman De Los Santos asked how the paint would be dried. Mr. Vasquez said the paint would be dried through normal ventilation.

Vice Chairman De Los Santos asked if the vehicles would be dried outside. Mr. Vasquez said no, explaining that the vehicles would be dried inside the paint booth.

Vice Chairman De Los Santos asked if the booth featured a heating system. Mr. Vasquez said no.

Commissioner Driskill asked Mr. Vasquez if he felt it would be necessary to update the ventilation system for the suite. Mr. Vasquez explained that the ventilation for the paint booth would be separate from the ventilation system for the suite.

Commissioner Driskill asked if the booth would feature an exhaust system separate from that of the suite. Mr. Vasquez said yes. Mrs. Udrea explained that per TCEQ requirements, the exhaust would go through the roof to the outside of the building. Mrs. Udrea further explained that TCEQ regulates exhaust height by its distance from the property line. Mrs. Udrea said that per the engineer, the exhaust height for the booth would be eight (8) feet and recessed so as to not be visible from the street. Mrs. Udrea explained that this was the purpose of the booth being completely enclosed and separated from the building.

Commissioner Bertl commented that she was pleased to see Mr. Vasquez's business growing. Mr. Vasquez said that business in the City had been good so far.

Commissioner Yarbrough commented that he shared Commissioner Bertl's sentiment, then asked Mr. Vasquez about the scope of his vehicle repair work. Mr. Vasquez said typical customers are those seeking minor vehicle maintenance or vehicle detailing. Mr. Vasquez explained that some customers who come in for detailing may require minor vehicle maintenance that does not involve painting.

Commissioner Yarbrough asked Mr. Vasquez if he was striving to provide full service with regards to both vehicle maintenance and detailing. Mr. Vasquez said yes, explaining that revenue spent in an area is revenue kept in that area.

Referring to the deliniation between vehicle maintenance and vehicle repair in the CZO,

Chairman O'Quinn asked for confirmation from Mr. Vasquez that he did not foresee the business extending beyond basic maintenance and detailing services. Mr. Vasquez said his business would not, explaining his desire for fast turnaround with customers. Mr. Vasquez further explained that his business did not have the resources to provide full service vehicle repair.

Hearing no more questions from the Commissioners, Chairman O'Quinn opened the public hearing.

No one came forward to speak to this agenda item. Chairman O'Quinn closed the public hearing and asked for a motion.

A motion was made by Commissioner Yarbrough, seconded by Vice Chair De Los Santos, that this Specific Use Permit be recommended for approval. The motion carried unanimously.

Excused: 1 - Commissioner Sullivan

Aye: 8 - Commissioner Yarbrough, Commissioner Moore, Commissioner Brewer, Commissioner Driskill, Chairman O'Quinn, Commissioner Bertl, Commissioner Zavala and Vice Chair De Los Santos

C.2 18-SP-04

Conduct a public hearing and consider a request for a Detailed Site Plan amendment for an office and warehouse building expansion for the property located at 2001 Diplomat Drive; and take appropriate action.

The applicant is proposing to expand the existing warehouse and office building located at 2001 Diplomat Drive, resulting in a 611,080 square foot building. The property is located within Planned Development District No. 22 (PD-22). This request includes one special exception regarding the required parking ratio. Staff recommends approval of this Detailed Site Plan as presented.

Mrs. Andreea Udrea gave a presentation regarding the applicant's proposal as presented in the staff report. Mrs. Udrea informed the Commission that staff received some phone calls in favor of this Detailed Site Plan request.

Chairman O'Quinn opened the floor for questions from the Commissioners.

Vice Chairman De Los Santos asked about the proposed uses within the building. Pat McNamara, the applicant, 2001 Diplomat Drive, Farmers Branch, Texas, said this location would serve as one (1) of his company's regional headquarters. Mr. McNamara said that his company is a distributor of wines and spirits across 45 states. Mr. McNamara went on to explain that the Glazers family has been in the Dallas area for over 100 years and has been involved in the distribution of soft drinks, wines, and spirits. Mr. McNamara also explained that in 2016, the Glazers company consolidated with Southern Wines and Spirits based out of Miami, Florida. Mr. McNamara said that the main headquarters for Glazers is located in Dallas, Texas. Mr. McNamara explained that with this proposal, his company would be able to consolidate distribution operations for the North Texas region. Mr. McNamara also explained that this proposed facility would include a sales team that would coordinate with other industries such as bars, restaurants, and retailers to sell the product.

Vice Chairman De Los Santos commented that he would assume the facility would be fully air-conditioned. Mr. McNamara explained that the new facility would be fully

air-conditioned. Mr. McNamara also explained that his company's current facility featured cold rooms, but was not fully air-conditioned.

Vice Chairman De Los Santos asked if the new facility would include drinking fountains and restrooms, noting that these spaces featured on the floor plan seemed far away from the main office areas. Mr. McNamara said that restrooms and drinking facilities would be provided, noting the existing facilities already in place. Mr. McNamara went on to explain that the new area would feature a break room and that one (1) of the rooms in the existing space closest to the new building area would be replaced by such a facility.

Vice Chairman De Los Santos commented that he did not see any restrooms on the floor plan. Mr. McNamara said that restrooms would be part of the expansion.

Commissioner Bertl noted bare patches of grass shown on the existing photographs of the site and then asked Mr. McNamara how he planned to address this issue, asking if he had considered using Buffalo Grass. Mr. McNamara said he had not, but that he could. Mr. McNamara asked for clarification on the area Commissioner Bertl was referencing. Commissioner Bertl described the area shown on one of the existing photographs. Mr. McNamara noted that the grass in front of the facility was maintained.

Commissioner Bertl asked if the trees numbered on the landscape plan were existing. Mr. Scott McCrary, the architect, said yes.

Commissioner Bertl commented that Mr. McNamara should consider Buffalo Grass or a similar alternative in order to efficiently maintain the landscaping in the area.

Commissioner Yarbrough commented that he liked the information in a 2017 report that the company put together on philanthropy and volunteer work. Commissioner Yarbrough then asked Mr. McNamara about any philanthropic and volunteer endeavors with the City. Mr. McNamara said that the company is active with the City's Chamber of Commerce, including participation in the golf tournaments and clay shooting events. Mr. McNamara also said that the company donates wine to the Chamber's auctions. Mr. McNamara went on to explain the company's participation with many of the City's public departments and their events, such as barbecues. Mr. McNamara concluded by reiterating that the company is highly involved in the City.

Commissioner Bertl asked Mr. McNamara how long the company had been in the City. Mr. McNamara said about 20 years. Mr. McNamara said the company had been in Dallas more than 100 years.

Chairman O'Quinn commented that he previously served on the City's Chamber of Commerce Board and thanked Mr. McNamara for hosting previous Chamber events at the company's facility.

Hearing no more questions or comments from the Commissioners, Chairman O'Quinn opened the public hearing.

No one came forward to speak to this agenda item. Chairman O'Quinn closed the public hearing and asked for a motion.

Mrs. Udrea informed the Commission that both cases presented at this meeting would go before City Council on April 17, 2018.

A motion was made by Commissioner Moore, seconded by Commissioner Brewer, that this Detailed Site Plan including the special exception be recommended for approval. The motion carried unanimously.

Excused: 1 - Commissioner Sullivan

Aye: 8 - Commissioner Yarbrough, Commissioner Moore, Commissioner Brewer, Commissioner Driskill, Chairman O'Quinn, Commissioner Bertl, Commissioner Zavala and Vice Chair De Los Santos

D. ITEMS FOR FUTURE CONSIDERATION

D.1 [TMP-2656](#)

Discuss agenda items for future Planning and Zoning Commission consideration.

Hearing no questions or comments from the Commissioners, Chairman O'Quinn closed discussion on this agenda item and adjourned the meeting.

E. ADJOURNMENT

The meeting was adjourned at 7:43 PM.

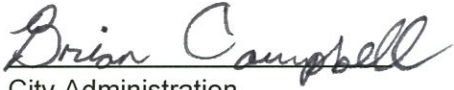
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Certification

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.



Chairman



City Administration

Stamp:

Posted By: _____

Posted Date: _____