



City of Farmers Branch

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

Meeting Minutes

Planning and Zoning Commission

Monday, April 9, 2018

7:00 PM

City Hall

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

Excused 1 - Commissioner Tim Yarbrough

Present 11 - Commissioner David Moore, Commissioner Chris Brewer, Commissioner Michael Driskill, Commissioner Jared Sullivan, 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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- 1) Manske Library
- 2) City Hall

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A. STUDY SESSION

Excused 1 - Commissioner Tim Yarbrough

Present 11 - Commissioner David Moore, Commissioner Chris Brewer, Commissioner Michael Driskill, Commissioner Jared Sullivan, 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-2657](#)

Discuss Regular Agenda items.

Chairman O'Quinn opened the Study Session at 6:00 PM. Chairman O'Quinn 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 explained Regular Agenda Item C.1. Chairman O'Quinn stated that Regular Agenda Item C.1 18-SU-05 would be tabled until the April 23, 2018 meeting of the Planning and Zoning Commission, due to an error in public notification for this case. Chairman O'Quinn said that this case was originally a Specific Use Permit (SUP) request. Chairman O'Quinn said that after the notification letters were sent out, City staff determined that this case needed to become a Zoning Amendment in addition to the SUP request. Chairman O'Quinn said there may be citizens present at this evening's meeting to speak to this agenda item and they would be invited to do so at the April 23, 2018 Planning and Zoning Commission meeting.

Chairman O'Quinn asked Mrs. Tina Figgins, Director of Planning, for any additional information. Mrs. Figgins said Chairman O'Quinn explained Public Hearing Item C.1 sufficiently.

Chairman O'Quinn asked for any additional questions or comments from the Commissioners.

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

A.2 [TMP-2684](#)

Receive an update regarding economic development.

Chairman O'Quinn opened discussion on Study Session Agenda item A.2 Receive an update regarding economic development. Chairman O'Quinn explained that this is an item the Commission requested staff bring back. Chairman O'Quinn then introduced Ms. Allison Cook, Director of Economic Development and Tourism.

Ms. Cook said she would present both a video detailing economic development for the fourth fiscal quarter of 2017 as well as a presentation on major developments within the City. Ms. Cook then presented the video.

Ms. Cook then gave a presentation on the City's Demo-Rebuild program and major developments within the City. Ms. Cook first explained the revisions to the Demo-Rebuild program approved by City Council in February 2018, including program criteria such as the eligible financial grant and tax rebate incentives. Ms. Cook said the Economic Development department would take in its 60th Demo-Rebuild application next week.

Referring to the Demo-Rebuild program, Chairman O'Quinn commented that a home with a \$150,000 land value, but a \$100,000 improvement value would be awarded a \$10,000 grant. Chairman O'Quinn then asked if the grant would be given to the home builder or home owner. Ms. Cook said the agreement is with the owner of the property and that the home builder would receive the grant only if this person owned the home. Ms. Cook explained that citizens interested in participating in the program must first apply and get approval through City Council. Ms. Cook said that after City Council

approval and an agreement between the City and the applicant had been reached, the amount of grant money awarded was determined by the value of the home improvement per the Dallas County Appraisal District (DCAD). Ms. Cook said 50 percent of this money was given to the owner after demolition and the remaining 50 percent would be awarded after the applicant obtained a Certificate of Occupancy. Ms. Cook explained that tax incentives would begin the first year the home had been completely constructed.

Referring to the Demo-Rebuild program, Chairman O'Quinn asked how the improvement value of a home is determined. Ms. Cook said it is done through research and that the original improvement value is the number at the time the home is demolished. Ms. Cook said the new improvement value is determined after the home has been completely constructed. Ms. Cook said the overall improvement value is the delta between the original improvement value and the new improvement value. Ms. Cook said the current tax rate is applied to this value.

Referring to the Demo-Rebuild program, Commissioner Bertl asked which part of the City featured the majority of applicants. Ms. Cook said the Brookhaven area. Commissioner Bertl then asked if the applications were beginning to spread out to the rest of the City. Ms. Cook said that anyone owning a home within the City was eligible to apply. Ms. Cook said there had been applicants around the Branch Crossing area. Ms. Cook said a majority of applicants come from the Brookhaven Country Club area near the golf course. Ms. Cook said some of applications have come from along Rawhide Drive as well as from along Webb Chapel Road and Longmeade Drive. Ms. Cook said applications are received from all over the City. Mr. John Land, Deputy City Manager, added that the changes to the program were designed to make the program more appealing to other parts of the City. Mr. Land explained that having the highest cash grant award go to homes whose improvements are valued at \$65,000 or less allows for more variety with respect to the applicants. Mr. Land said that these changes help make homes previously left out of the program more attractive.

Referring to the Demo-Rebuild program, Commissioner Driskill asked is there was an average for demolition costs, commenting that this might vary from home to home. Ms. Cook said this would depend on the size of the home. Ms. Cook said a typical 3,500 square foot home would have demolition costs of at least \$10,000.

Referring to the Demo-Rebuild program, Commissioner Bertl asked whether or not the existing foundation for these homes could be kept for reconstruction. Ms. Cook said typically the foundations of these homes were in disrepair, therefore a new foundation was part of the new home construction.

Ms. Cook then presented some of the recent major developments within the City, including: the Mercer Crossing residential neighborhoods in which substantial progress is being made in the construction of the homes; The Brickyard Phase II multifamily development under construction; the JPI multifamily development located at 14500 Landmark Boulevard under construction; and the office/warehouse building completed at 2250 Morgan Parkway.

Ms. Cook next presented information on the Station Area development located at Pike Street and Bee Street. Ms. Cook said that road work on Bee Street was necessary before vertical construction could begin on the Cox Farm Farmers Market store and planned restaurant tenants.

Referring to the Station Area, Commissioner Moore asked what construction was

taking place at this location. Ms. Cook said the roads are currently being revised and the utilities are being laid to allow for the vertical construction.

Referring to the Station Area, Mrs. Firgens stated that overhead utilities needed to be relocated. Mr. Land said that a big delay in this development concerns these utilities. Mr. Land explained that the form-based Station Area code requires all utilities to be buried, which is both expensive and time consuming. Mr. Land pointed out the resolution that the City reached with ONCOR regarding the utilities.

Referring to the Station Area, Chairman O'Quinn commented that he was excited about Cox Farms being part of this development. Chairman O'Quinn then asked about additional tenants for this development. Ms. Cook said that are brokers for this property that have this listing and are working with The Shop Companies, and the City gives these brokers any potential leads. Ms. Cook said staff could not state any business names until a lease had been signed. Ms. Cook said there is currently a lot of activity surrounding interested tenants, especially with the chef-driven, niche restaurants the City is trying to attract to the area. Ms. Cook said staff has been pleased with the responses of potential tenants.

Ms. Cook then presented information on the Vintage Townhomes located at 13226 Bee Street.

Referring to the Vintage Townhomes, Commissioner Brewer asked about the total number of units. Ms. Cook said both phases comprised 41 units.

Referring to the Vintage Townhomes, Commissioner Bertl commented that people who have bought these units are unhappy. Commissioner Bertl explained that lesser quality amenities were being installed in the units, such as lighting and faucets. Commissioner Bertl said she was approached by the broker for one of these owners who asked that she pass this message along to City staff. Commissioner Bertl said that development of this property is behind schedule by several months. Ms. Cook stated that amenities are an agreement between the owner of the development and the homeowner. Ms. Cook said that different projects throughout the years have received mixed feedback. Ms. Cook said that if the improvements are in accordance with the City's building codes and ordinances, then these concerns are between the owner of the development and the homeowner.

Ms. Cook next presented information on the Bridgeview development at 5000 Alpha Road. Mrs. Cook said she was excited about the implementation of the City's East Side Comprehensive Plan. Ms. Cook said she was pleased with this development's potential to shift the Alpha corridor and attract mid-town type tenants.

Referring to the video, Chairman O'Quinn asked about programmable greenspace. Ms. Cook said this meant that such an area was flexible, and allowed for the developer to be able to program the space with different improvements.

Ms. Cook then presented information on the Blue Lake development along Midway Road and McEwen Road, and stated she was excited about this development. Ms. Cook concluded by giving information on other developments.

Referring to the Glazers development, Commissioner Bertl asked about product tastings. Ms. Cook said they occur for clients only. Commissioner Bertl said she felt this was a missed opportunity.

Referring to the Glazers development, Commissioner Bertl asked if the building had a large open space. Ms. Cook said yes. Ms. Cook said that clients would come to demonstrate their products and that this space also featured a commercial kitchen for product pairings.

Commissioner Bertl asked about the number of empty lots throughout the City. Ms. Cook asked Commissioner Bertl to clarify if she meant raw land or commercial vacancies. Commissioner Bertl said commercial vacancies. Ms. Cook said there are not many vacancies. Ms. Cook said the vacancy rates along the corridor area of Interstate 635 (I-635) is very low. Ms. Cook said occupancy rates for industrial and office uses are very high.

Commissioner Bertl asked about vacant raw land throughout the City. Ms. Cook said most this land has been entitled and ready to be developed. Ms. Cook said many developers are seeking vacant land for hotel and multifamily projects. Ms. Cook said there was some raw land available for industrial type uses.

Commissioner Bertl commented on a recent article written by Steve Brown discussing apartment complex developments within the City and that this discussion was favorable. Ms. Cook said Mr. Brown wrote about the Transit Oriented Development (TOD) along the Dallas Area Rapid Transit (DART) rail line, and referenced the second phase of the development involving Western Securities. Ms. Cook said a lot of activity was occurring in this area.

Commissioner Bertl asked about the Four Corners development at Josey Lane. Ms. Cook said on the southwest corner of this development, a facade grant was completed by David Claussen several years ago. Ms. Cook said that the City had acreage across the street and that this would be the site of a Baylor Scott & White medical clinic set to open in May of this year. Ms. Cook said this development was two-fold. Ms. Cook said the front side of the property would feature retail. Ms. Cook said the 5,000 square foot building at the back of the site would feature the 2,500 square foot Baylor medical facility for rehabilitation and a 2,500 square foot family practice medical center. Ms. Cook said that the family practice would be of benefit to City employees with regards to insurance.

Referring to the Four Corners development, Commissioner Bertl commented that there was empty space on the western side. Ms. Cook said she agreed.

Referring to the Four Corners development, Commissioner Bertl asked if the back side had been refaced. Ms. Cook said no, but that Mr. Claussen had purchased the Chase bank building in this area and has plans for redevelopment of this area.

Referring to the Four Corners development, Commissioner Driskill asked if Mr. Claussen had considered senior housing for the back area containing the Chase building. Ms. Cook said Mr. Claussen has several options.

Commissioner Driskill asked if staff was receiving inquiries on vacant industrial facilities on the east side of the City, referring to the East Side Plan's goal of attracting more diverse uses for this area. Ms. Cook said staff had not received any such inquiries at the moment. Ms. Cook said many developers are choosing to retro-fit buildings, mentioning Hudson Peters and Capstone Commercial as examples. Ms. Cook said industrial buildings in this area are prime for redevelopment, which was a cornerstone in the creation of the East Side Comprehensive Plan. Ms. Cook said the City was pleased with the eclectic uses that have moved into these buildings.

Commissioner Moore asked about grocery store developments on the west side of the City. Ms. Cook asked Commissioner Moore to clarify the area he was asking about. Commissioner Moore said the Mercer Crossing neighborhoods. Ms. Cook said she had not seen any plans for a grocery store near this development. Mr. Land said there are plans to make the corner of Luna Road and Valley View Lane a grocery store anchor. Mr. Land said having a grocery store near this area would help attract residents to the Mercer Crossing neighborhoods and would be an ideal location for retailers.

Chairman O'Quinn asked how often do the Economic Development and Planning departments work together on cases that come before the Commission. Ms. Cook said the departments work together on every case. Mrs. Figgins said that the Planning department confers with Economic Development frequently, noting that both departments share the same suite inside City Hall. Mrs. Figgins said that the Planning department works in tandem with the other departments that are part of the development review process.

Chairman O'Quinn asked if there was ever a time in which Economic Development staff did not recommend approval of a project, but Planning staff recommended said project regardless. Mrs. Figgins said she did not know. Mr. Land said there have been times previously in which the zoning did not exist for potential projects. Mr. Land said that to his knowledge, the City is the only community in which Planning and Economic Development are housed within the same suite at City Hall. Mr. Land said it was important to have both departments in the same office. Mr. Land said that developers appreciate having both departments working closely together, noting that the Economic Development departments of many other cities are private entities separate from their Planning departments. Mr. Land said he is pleased with how well both departments have worked together. Mrs. Figgins said it is better having these departments work together, noting that she has previously been in situations in which this was not the case. Mrs. Figgins said she felt both departments worked well together. Mr. Land commented on the importance of having Mrs. Figgins participate in the City's Executive Session meetings.

Chairman O'Quinn asked for any additional questions on this agenda item.

Hearing no questions from the Commissioners, Chairman O'Quinn thanked Ms. Cook, noting that the information presented will help the Commissioners be good ambassadors and advocates for the City. Chairman O'Quinn said, with Mrs. Figgins' permission, that he would like to push discussion on Study Session Agenda items A.4 and A.5 to the next Study Session to allow time for discussion on Study Session Agenda item A.3. Mrs. Figgins said this was fine.

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

A.3 [TMP-2687](#)

Receive an update regarding the Planning and Zoning Commission quarterly update presentation to City Council on April 3, 2018.

Chairman O'Quinn opened discussion on Study Session Agenda item A.3 Receive an update regarding the Planning and Commission quarterly update presentation to City Council on April 3, 2018.

Chairman O'Quinn discussed the Planning and Zoning Commission update presentation he presented before City Council at their April 3, 2018 Study Session. Chairman O'Quinn explained that in staff's preparation of this presentation per

feedback from the Commissioners, a main objective of the presentation was getting clear direction from City Council regarding quality standards of multifamily developments and alternate types of durable exterior building materials for both residential and commercial developments. Chairman O'Quinn mentioned that both of these items were previously discussed at the October 23, 2018 joint meeting of City Council and the Planning and Zoning Commission. Chairman O'Quinn said both of these items require different methodologies for addressing them. Chairman O'Quinn stated City Council would like the Commission to work on potential code amendments regarding both of these items.

Chairman O'Quinn said while he did not feel it necessary to review all previous multifamily projects that have come before the Commission, he did feel it was a good time to assess where things currently stand. Chairman O'Quinn said that the Commission should consider projects that may be brought forth in the future in order to address any issues that may not have been addressed in the past. Chairman O'Quinn said that the Commission should also look for opportunities to utilize their individual expertise in addressing different aspects of multifamily projects.

Chairman O'Quinn said City Council provided direction to the Commission regarding the continuation of the Commission thoroughly evaluating all zoning requests prior to consideration by the City Council. Chairman O'Quinn said that in his presentation to City Council that he stated while some processes of the Commission are ministerial in nature, the Commission has ideas and wants the ability to impact change for the City. Chairman O'Quinn said that the upcoming Planning and Zoning Commission retreat would provide the opportunity for the Commission to brainstorm ideas and have discussions outside of this formal forum. Chairman O'Quinn said the Commission's work plan has been put in place to allow the Commission to address items of interest.

Chairman O'Quinn said that during his presentation, City Council also brought up Specific Use Permits (SUPs) and whether or not it was an appropriate process for regulating certain items. Chairman O'Quinn said City Council asked if there were items in the City's ordinances that were resulting SUP requests coming before the Planning and Zoning Commission and City Council. Mrs. Figgins noted that recent SUP requests have been for restrooms and for residential accessory structures whose top plate height exceeds what is permissible by right per the Comprehensive Zoning Ordinance (CZO). Mrs. Figgins said that City Council would like the Commission to review the types of SUP requests to determine whether or not this process is the best method to regulate certain items. Mrs. Figgins said it could be possible to develop performance criteria for certain items and remove the SUP requirement, but that some requests may result in the SUP process being the best process to regulate. Mrs. Figgins said while City Council did not give any particular direction for the Commission regarding SUP requests at this time, City Council wants the Commission to identify any items that may not necessarily need to be regulated by the SUP process so these can be addressed in the future.

Regarding SUP requests, Commissioner Zavala asked if it would be possible for staff to create a list of recent SUP requests approved by the Commission and City Council and what was considered in these requests. Mrs. Figgins said yes that a summary could be provided.

Regarding SUP requests, Chairman O'Quinn said one Council member gave feedback on the types of requests coming before the Planning and Zoning Commission and City Council, noting case 18-SU-04 for the detached garage at 13426 Castleton Drive. Chairman O'Quinn said it was his impression from the Council member's

feedback that cases of this type may not necessarily need to go through the SUP process.

Chairman O'Quinn said another Council member expressed interest over potential revisions to landscaping requirements for the City. Chairman O'Quinn said this Council member would like the Commission to review minimum landscaping requirements.

Chairman O'Quinn said that during his presentation before City Council, the topic of the City's upcoming Interstate 35 (I-35) corridor study arose. Chairman O'Quinn noted that this study was a major item that would be addressed by both staff and the Commission, noting the market study already taking place. Chairman O'Quinn said that he felt the I-35 corridor was like a "window" into the City and a major consideration should be how can the view from this "window" be improved upon. Chairman O'Quinn said he felt the Dallas North Tollway was in great shape and that there are good projects forthcoming for this area. Chairman O'Quinn noted the importance of I-635 area also. Chairman O'Quinn said City Council asked if it was necessary for the Commission to dedicate time to the I-35 corridor given the importance of work currently being done on the City's East Side Plan and the Mercer Crossing neighborhoods. Chairman O'Quinn said he responded to this query by noting the market study is currently underway and the importance of the Commission and staff being able to continue to study the corridor and seek opportunities to improve the area. Chairman O'Quinn noted the importance of the East Side Plan in improving this area of the City and said he felt it was time to develop a similar plan for the I-35 corridor.

Mrs. Figgins said she agreed, noting that City Council was asking if this study was premature. Mrs. Figgins said the current market study will help to establish an initial vision for the corridor and help determine next steps. Mrs. Figgins said she would encourage the Commission to view the City Council Study Session video from the April 3, 2018 meeting and the discussion that took place regarding this corridor.

Vice Chairman De Los Santos asked what the Commission could do to address changes in projects from what the Commission recommended for approval. Vice Chairman De Los Santos noted that there have been instances of changes in interior amenities for recently approved projects. Mrs. Figgins said that this item could be addressed during Study Session Agenda item A.5 or at the next Study Session of the Planning and Zoning Commission.

Chairman O'Quinn apologized to the Commission for not having time to address agenda item A.5 and said it could be discussion for the next Study Session.

Hearing no further 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 7:02 PM.

A.4 [TMP-2685](#)

Discuss landscaping requirements for residential and non-residential uses.

No discussion.

A.5 [TMP-2686](#)

Discuss the city's zoning, development and permitting processes.

No discussion.

B. REGULAR AGENDA ITEMS

- B.1** [TMP-2652](#) 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 Driskill, that the Attendance Matrix be approved. The motion carried unanimously.

Excused: 1 - Commissioner Yarbrough

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

- B.2** [TMP-2653](#) Consider approval of the March 26, 2018 Planning and Zoning Commission Minutes; and take appropriate action.

A motion was made by Commissioner Moore, seconded by Vice Chair De Los Santos, that the Minutes be approved. The motion carried by the unanimously.

Excused: 1 - Commissioner Yarbrough

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

C. PUBLIC HEARING

- C.1** [18-SU-05](#) Conduct a public hearing and consider a request for a Specific Use Permit and associated Detailed Site Plan for a hotel located on an approximately 1.82-acre property, being the southern portion of the property located at 13998 Diplomat Drive; and take appropriate action.

Chairman O'Quinn said there was an error in the public notification sent out for this agenda item. Chairman O'Quinn said this agenda item would be tabled until the April 23, 2018 meeting of the Planning and Zoning Commission. Chairman O'Quinn said there would be no deliberation or discussion on this agenda item at this meeting, and that anyone wishing to speak to this agenda item has now been made aware that it is tabled until the April 23rd meeting and that no action would be taken on this item at this meeting.

D. ITEMS FOR FUTURE CONSIDERATION

- D.1** [TMP-2658](#) Discuss agenda items for future Planning & Zoning Commission consideration.

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

E. ADJOURNMENT

The meeting was adjourned at 7:07 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.

Chairman

City Administration

Stamp:

Posted By: _____

Posted Date: _____