

Ms. Firgens said when this information is missing, it is difficult to conduct this review and results in a lot of back and forth between staff and the applicant. Ms. Firgens said staff gives applicants sufficient time to address staff comments and in most cases applicants are able to address these comments in the time frame required. Ms. Firgens said, regarding this case, the site plan drawings needed additional work by the applicant to ensure a thorough review by staff.

Commissioner Bertl asked if the subject property was located either north or south of Lyndon B. Johnson Freeway. Ms. Firgens said it was north.

Hearing no further questions or comments regarding item C.1, Chairman Moore asked for any questions or comments regarding Public Hearing Item C.2. Chairman Moore asked who would be presenting this case. Ms. Firgens said it would be Ms. Jenifer Paz, Senior Planner.

Commissioner Bertl asked for clarification regarding class subjects taught by Strayer University as well as the Veterans HUB. Ms. Jenifer Paz, Senior Planner, said, regarding class subjects, that this would be a good question for the applicant. Regarding the Veterans HUB, Ms. Paz said it was her understanding that this was to be a resource for graduates of the university.

Commissioner Bertl asked if the university was completely online-based. Ms. Paz said yes, that was her understanding.

Commissioner Bertl commented that though the university was online-based, there would be resources students could utilize at this location. Ms. Paz said yes, and that questions regarding university operations should be asked of the applicant.

Commissioner Yarbrough asked why the Arizona State University Nursing School was no longer located at the subject property, noting that the staff report discussed the approved SUP for this use. Ms. Paz said she was not sure.

Commissioner Driskill asked about the current occupancy of the building. Ms. Paz said, per information supplied by the applicant, 54% of the building is currently leased and 46% of the building is vacant. Ms. Paz said the total square footage of the building is 230,000.

Commissioner Bertl asked what the occupancy for the building would be should the applicant's SUP request be approved. Ms. Paz said approximately 56%.

Vice Chairman De Los Santos commented that the primary use of the subject property is office and that the applicant is seeking to utilize space in this building for classrooms. Ms. Paz said yes.

Commissioner Bertl commented that she believed the applicant's request to be a

good use of space. Commissioner Bertl then asked how the City identifies potential tenants for vacant office suites within the City. Ms. Firgens said that the majority of potential tenants approach the City, and noted that the Economic Development team likely is aware of all currently vacant office suites. Ms. Firgens said when the Economic Development team receives inquiries regarding vacant office suites, this team helps facilitate the process of matching these potential tenants with available suites.

Commissioner Driskill commented that many previous office suite tenants in the building likely vacated these suites due to reconstruction along the Interstate 635 (I-635) corridor.

Hearing no further questions or comments regarding item C.2, Chairman Moore closed discussion on this agenda item.

A.2 [TMP-2932](#)

Discuss the Planning and Zoning Commission's meeting schedule for September through December, 2018.

Chairman Moore opened discussion on Study Session Agenda Item A.2 Discuss the Planning and Zoning Commission's meeting schedule for September through December, 2018.

Chairman Moore referenced the staff report included in the agenda packet. Chairman Moore first addressed the second item: Consider canceling the Commission's November 26, 2018 meeting date. Chairman Moore noted that the November 26, 2018 meeting date would occur on the Monday immediately following the Thanksgiving holiday. Chairman Moore stated that staff is requesting feedback from the Commission as to whether or not to keep this aforementioned date. Chairman Moore noted that this meeting date may pose an inconvenience to some of the Commissioners regarding travel plans and the like. Chairman Moore opened discussion regarding this meeting date.

There was consensus amongst the Commissioners to cancel their scheduled November 26, 2018 meeting date. Ms. Firgens stated this would give staff sufficient time to update the schedule and inform the public. Chairman Moore noted that there would now only be one (1) Planning and Zoning Commission meeting in November in addition to the meeting already scheduled for December.

Chairman Moore addressed the first item in the report: scheduling the Commission's upcoming retreat. Chairman Moore reminded the Commission that a retreat had been a topic of discussion for quite some time. Chairman Moore said that following the quarterly update regarding the Planning and Zoning Commission presented to City Council, there was much interest amongst City Councilmembers regarding the retreat. Chairman Moore said at the Commission's August 27, 2018 Study Session, it was requested that staff bring back several options regarding the content of the retreat as well as dates. Chairman Moore said that the Commission

Chairman Moore opened the public hearing.

Mr. Haben Tewelde of Tailim Song Law Firm, a representative of the applicant, 8111 Lyndon B Johnson Freeway, Dallas, Texas, said he was present to answer any questions and to respectfully request tabling this zoning request.

Chairman Moore asked for any questions from the Commissioners. Hearing none, Chairman Moore thanked Mr. Tewelde.

Chairman Moore asked for a motion.

A motion was made by Commissioner Zavala, seconded by Commissioner Driskill, that the Public Hearing regarding this Specific Use Permit request be continued to the September 24, 2018 meeting of the Planning and Zoning Commission. The motion carried unanimously.

Aye: 8 - Chairman Moore, Commissioner Yarbrough, Commissioner Driskill, Commissioner Bertl, Commissioner Retana, Commissioner Sullivan, Commissioner Zavala and Vice Chairman De Los Santos

C.2 [18-SU-14](#)

Conduct a public hearing and consider a request for a Specific Use Permit to allow an institutional use located at 2711 LBJ Freeway; and take appropriate action.

The applicant, Maxwell Fisher, is requesting a Specific Use Permit (SUP) to allow for an institutional use at the southwest side of the existing ten (10)-story office building. The use is proposed to be located on the 4th floor and occupy 5,202 square feet. Strayer University is primarily an online based secondary education organization with some in-person classroom instruction and lectures. The site is located within Planned Development District No. 74 (PD-74), which requires approval of an SUP for an institutional use. Staff recommends approval of this Specific Use Permit request as presented.

Ms. Jenifer Paz, Senior Planner, gave a brief presentation regarding the applicant's proposal.

Chairman Moore asked for any questions from the Commissioners for staff. Hearing none, Chairman Moore invited the applicant to approach the podium.

Mr. Maxwell Fisher, the applicant, 900 Jackson Street, Dallas, Texas, gave a brief presentation regarding the SUP request.

Chairman Moore asked about the square footage of the other two (2) Strayer University locations noted by Mr. Fisher. Mr. Fisher said he was not sure, stating that a high percentage of the universities are located within office towers. Mr. Fisher said it was his understanding this location would be comparable in size with those. Mr. Fisher said this location would include a regional office component, which could potentially increase the square footage. Mr. Fisher said, because this was an online-based university, that required square footage would be minimal. Mr. Fisher said much of the work at this location would involve support services. Mr. Fisher said Strayer University as a whole is in transition towards becoming completely online-based, and he anticipated the university becoming 90 percent online-based in the near future.

Chairman Moore opened the floor for questions from the Commissioners.

Commissioner Bertl asked about the Veterans HUB component of the university. Mr. Fisher said this component provided veterans enrolled at the university a unique space. Mr. Fisher said this space featured “feel-good” items of a military nature, and that this space was created as a way for the university to give back to veterans.

Commissioner Bertl asked who is Strayer’s competition regarding online-based universities. Mr. Fisher said any online-based university, naming DeVry University and University of Phoenix as examples.

Commissioner Bertl asked if this university was for those interested in learning a trade, such as car mechanic. Mr. Fisher said no, stating that degrees offered are of a more business professional nature, citing business accounting and criminal justice as examples.

Commissioner Retana asked if the university was currently involved with any cities they are located in from a community outreach standpoint. Mr. Fisher said he was not sure. Mr. Fisher said this would be a good question for Mr. Larry Phillips, a representative of Strayer University.

Mr. Larry Phillips, a representative of Strayer University, 3355 Northeast Expressway, Atlanta, Georgia, said the university does a considerable amount of outreach to communities. Mr. Phillips said the Veterans HUB is a place for both current and former students who are either active or former military members to meet up, stating that veterans greatly appreciate this service. Mr. Phillips said, regarding community outreach, that the university is registered with each city in which one is located, and the receptive city’s Chamber of Commerce is present for grand openings of new locations. Mr. Phillips said he regards Chambers of Commerce as a good partner for the university.

Commissioner Yarbrough asked Mr. Phillips about his affiliation with Mr. Fisher. Mr. Fisher said he was a land use consultant based in the City of Dallas hired by the university.

Commissioner Yarbrough asked why this location in Farmers Branch was chosen for this SUP request, noting that the applicant was proposing to move to Farmers Branch from the City of Irving due to an expired lease. Mr. Phillips said the university was in the process of consolidating its square footage. Mr. Phillips said because the university was transitioning towards becoming completely online-based, there was not a need for many classrooms or computer labs for future campuses. Mr. Phillips said the smaller campuses would be more conducive to online enrollment.

Commissioner Yarbrough asked about the rate charged per tuition hour. Mr. Phillips said he was not sure.

Vice Chairman De Los Santos asked about the number of students anticipated to be inside the space at any given time and the hours of operation. Mr. Fisher said he anticipated approximately 30 students for three (3) classes given at the same time. Mr. Fisher said the classes would take place during evening hours and on weekends, when the office component of the campus would be closed. Mr. Fisher noted that there may be ten (10) percent of the office employees present during classroom hours. Mr. Fisher noted that half of the space would be used for offices.

Vice Chairman De Los Santos commented that he wanted assurance that there would not be issues regarding capacity, given that the space would be dedicated to both offices and classrooms. Mr. Fisher said that capacity had to be viewed from the standpoint of parking as well, noting that if this use were completely office it would require one (1) space per 300 square feet of gross floor area. Mr. Fisher said that because classes would be held during evening hours, parking would be more complimentary than if both classes and offices were open during daytime hours.

Vice Chairman De Los Santos asked if the average size of students per classroom was nine (9). Mr. Fisher said yes. Vice Chairman De Los Santos asked if it was anticipated to have a capacity of 40 to 50 people in the space at once between the classroom and office uses. Mr. Fisher said no, stating that during classroom hours there may be approximately four (4) to five (5) employees present offering support services, such as tutoring. Mr. Fisher said most students would not be coming to this location because the university is online-based. Mr. Phillips said the workstations were for daytime staff who work during regular business hours. Mr. Phillips said during the evening hours from 6:00 PM to 10:00 PM, most activity would be concentrated within the three (3) classrooms and that each classroom would average nine (9) people. Mr. Phillips said during classroom hours, staff working at these workstations and in the reception area will have left for the day.

Chairman Moore asked if business hours were from 8:00 AM to 5:00 PM. Mr. Phillips said the space would be open from 8:00 AM to 6:00 PM for the business side of the university and from 6:00 PM to 10:00 PM for classes. Chairman Moore

asked if this space would be open from 8:00 AM to 10:00 PM and for a few hours on Saturdays. Mr. Phillips said yes.

Chairman Moore asked about security for evening and Saturday hours. Mr. Phillips said there would be licensed security during class hours.

Commissioner Driskill commended the applicant for the Veterans HUB. Commissioner Driskill then asked if the university offered any specialized counseling for those individuals transitioning out of the military seeking career advice. Mr. Phillips said yes, explaining that the university has success coaches that are available by appointment and whom are active on campus.

Commissioner Driskill asked if the university offered any discounts or incentives to current or former military members. Mr. Phillips said yes. Commissioner Driskill commended the applicant for this. Mr. Phillips said the university was very proud of their military presence.

Commissioner Sullivan asked about the construction timeline, pending approval of the SUP request. Mr. Phillips said a permit would be needed per the City's requirements, and that it was his understanding that permit review would take three (3) to four (4) weeks. Mr. Phillips said during this time, general contractor bidding regarding the working documents and construction documents could commence. Mr. Phillips said he anticipated substantial completion to occur around late November 2018.

Hearing no further questions or comments from the Commissioners, Chairman Moore opened the public hearing. No one came forward to speak to this agenda item. Chairman Moore closed the public hearing and asked for a motion.

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

Aye: 8 - Chairman Moore, Commissioner Yarbrough, Commissioner Driskill, Commissioner Bertl, Commissioner Retana, Commissioner Sullivan, Commissioner Zavala and Vice Chairman De Los Santos

D. ADJOURNMENT

Being no further business, Chairman Moore requested for a motion to adjourn the meeting.

A motion was made by Commissioner Driskill, seconded by Vice Chairman De Lo Santos, that the meeting be adjourned. The motion carried unanimously.