



# 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, November 12, 2018

7:00 PM

City Hall

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#### **Study Session Meeting – 6:00 PM. No Regular Meeting held.**

**Present 12** - Chairman David Moore, Commissioner Tim Yarbrough, Commissioner Michael Driskill, Commissioner Giovanni Zavala, Commissioner Cristal Retana, Vice Chairman Sergio De Los Santos, Andreea Udrea AICP Planning Manager, Jenifer Paz AICP Senior Planner, Brian Campbell Planning Technician, Kyra McCardle Planning Consultant, Ben Williamson Assistant to the City Manager and John Land Deputy City Manager

**Absent 2** - Commissioner Jared Sullivan and Commissioner Linda Bertl

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

##### **A.1 [TMP-2998](#) Discussion regarding the Planning and Zoning Commission's retreat on November 3, 2018.**

Chairman Moore called the Study Session to order at 6:00 PM.

Chairman Moore opened discussion on Study Session Agenda item A.1 Discussion regarding the Planning and Zoning Commission retreat on November 3, 2018.

Commissioner Yarbrough commented that he believed the retreat to be a worthwhile experience, and that he was pleased Deputy Mayor Pro Tem Mike Bomgardner and City Councilmember Terry Lynne attended the retreat.

Commissioner Zavala commented that he enjoyed the video presentation related to placemaking, and that it was his hope that aspects of placemaking could be incorporated by the City as progress is made regarding development of the Station Area.

Commissioner Driskill commented that he believed the aspects contributing to the success of the developments toured during the retreat were applicable to future development within the City of Farmers Branch.

Commissioner Retana commented that she would be interested in receiving more detailed presentations related to the developments toured during the retreat, including

having a possible follow-up retreat in the spring of next year.

Chairman Moore commended staff for their work in putting together this retreat, stating it was very well-organized and a worthwhile experience.

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

**A.2     [18-236](#)**

**Discussion regarding 2019 Planning and Zoning Commission meeting dates.**

Chairman Moore opened discussion on Study Session Agenda item A.2 Discussion regarding 2019 Planning and Zoning Commission meeting dates.

Commissioner Retana asked for clarification on why staff was proposing for the Planning and Zoning Commission to meet on November 18, 2018 and not November 11, 2018.

There was general consensus amongst the Commissioners regarding the proposed meeting dates.

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

**A.3     [18-237](#)**

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

Chairman Moore opened discussion on Study Session Agenda item A.3 Receive a report regarding zoning and development cases acted upon by City Council.

Ms. Andreea Udrea, Planning Manager, reviewed the cases featured in the report.

Hearing no questions or comments, Chairman Moore closed discussion on this agenda item.

**A.4     [18-235](#)**

**Discussion and presentation regarding potential city-initiated zoning amendments related to Planned Development (PD) districts within the IH-35 corridor.**

Chairman Moore opened discussion on this agenda item after addressing Study Session agenda items A.5, A.6, and A.7.

Chairman Moore opened discussion on Study Session Agenda item A.4 Discussion and presentation regarding potential city-initiated zoning amendments related to Planned Development (PD) districts within the IH-35 corridor.

Ms. Kyra McCardle, Planning Consultant, gave a presentation regarding potential city-initiated zoning amendments related to Planned Development (PD) districts within the IH-35 corridor, including discussion related to the following topics:

- The purpose for reviewing the Planned Development (PD) districts within the IH-35 corridor and staff's proposed zoning amendments to these PD districts.
- Identifying the study area of the potential zoning amendments.

- A review of the City's applicable land use policies from the West Side and Central Area comprehensive plans.
- A review of the existing Planned Development districts (PDs) within the study area, including: PD-24, PD-25, PD-97, PD-70, PD-86, and PD-32, as well as staff's proposed amendments for each PD district, and staff's proposed list of prohibited uses for this PD district.
- Next steps related to the proposed zoning amendments.

Discussion amongst the Commissioners included:

- Regarding PD-25, Chairman Moore discussed non-conforming uses and if Essilor's proposed expansion would be hindered by staff's proposed list of prohibited uses for this PD district.
- Vice Chairman De Los Santos discussed uses and ordinance language of PD-25 versus that of PD-24.
- Chairman Moore and Commissioner Zavala discussed how existing non-conforming uses would be affected by the proposed amendments, and reviewing with the city attorney regarding potentially amending the language in the Comprehensive Zoning Ordinance (CZO) regarding non-conforming uses.
- Commissioner Yarbrough discussed how the City's comprehensive plans would affect development within the City, including the upcoming IH-35 vision study and how these proposed amendments would affect the developments surrounding the identified study area.
- Chairman Moore and Commissioner Zavala discussed hotel development within Planned Development District No. 86 (PD-86).
- Commissioners Zavala and Retana asked for a list of businesses that would be considered non-conforming pending approval of these proposed zoning amendments, and a map identifying the businesses or business type within each PD district.
- Commissioner Yarbrough discussed the procedural process regarding these proposed amendments.
- Chairman Moore commented that it would be worthwhile to review permitted uses within Attachment B. Summary of Uses, and discussed uses allowed within PD-24 pending approval of the proposed amendments.
- Commissioner Retana requested clarification related to outdoor storage within the subdistricts of PD-70, and other permitted uses within this PD district.
- Chairman Moore commented that he agreed with staff's recommendation to begin the IH-35 zoning amendments on the west side of the City, and discussed the procedural process for how staff would begin the amendments, as well as inquired regarding the timeline of the IH-35 vision study.
- Commissioner Driskill discussed street types within PD-86.

Chairman Moore commended staff in their efforts regarding this presentation, and said that this discussion has given the Commission a better understanding of the IH-35

corridor. Chairman Moore said he believed the Commission would be well-prepared for the upcoming IH-35 corridor vision study.

Ms. Udrea asked if the Commissioners deemed it necessary to have a follow-up Study Session discussion prior to initiating the zoning amendments. There was general consensus amongst the Commissioners that it would be sufficient enough for staff to bring back the requested information at such time when the zoning amendments occur.

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

**A.5**      [TMP-2991](#)

**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 Retana, that the Attendance Matrix be approved. The motion carried unanimously.**

**Aye: 6** - Chairman Moore, Commissioner Yarbrough, Commissioner Driskill, Commissioner Zavala, Commissioner Retana and Vice Chairman De Los Santos

**Absent: 2** – Commissioner Sullivan and Commissioner Bertl

**A.6**      [TMP-2922](#)

**Consider approval of the October 29, 2018 Planning and Zoning Commission Minutes; and take appropriate action.**

Commissioner Driskill pointed out an error regarding Regular Agenda item E. Adjournment. Commissioner Driskill noted that Commissioner Yarbrough was recorded as having voted to adjourn the meeting, though he had departed the meeting prior to this motion.

Chairman Moore asked for motion to approve the Minutes with this correction.

**A motion was made by Vice Chairman De Los Santos, seconded by Commissioner Yarbrough, that the October 29, 2018 Minutes be approved with the correction noted. The motion carried unanimously.**

**Aye: 6** - Chairman Moore, Commissioner Yarbrough, Commissioner Driskill, Commissioner Zavala, Commissioner Retana and Vice Chairman De Los Santos

**Absent: 2** – Commissioner Sullivan and Commissioner Bertl

**A.7**      [TMP-2997](#)

**Consider approval of the November 3, 2018 Planning and Zoning Commission Minutes; and take appropriate action.**

**A motion was made by Commissioner Retana, seconded by Commissioner Driskill, that the November 3, 2018 Minutes be approved. The motion carried unanimously.**

**Aye: 6** - Chairman Moore, Commissioner Yarbrough, Commissioner Driskill, Commissioner Zavala, Commissioner Retana and Vice Chairman De Los Santos

**Absent: 2** – Commissioner Sullivan and Commissioner Bertl

**A.8**     [TMP-2990](#)**Discuss agenda items for future Planning and Zoning Commission consideration.**

Chairman Moore opened discussion on Study Session Agenda item A.8 Discuss agenda items for future Planning and Zoning Commission consideration.

No items were requested by the Commissioners.

Hearing no questions or comments, Chairman Moore closed discussion on this agenda item.

**B. ADJOURNMENT**

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

**A motion was made by Commissioner Yarbrough, seconded by Commissioner Driskill, that the meeting be adjourned. The motion carried unanimously.**

**Aye: 6** - Chairman Moore, Commissioner Yarbrough, Commissioner Driskill, Commissioner Zavala, Commissioner Retana and Vice Chairman De Los Santos

**Absent: 2** – Commissioner Sullivan and Commissioner Bertl

The meeting was adjourned at 7:11 PM.

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Chairman

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City Administration