



City of Farmers Branch

Meeting Minutes

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

Planning and Zoning Commission

Monday, August 17, 2020

7:00 PM

City Hall

This meeting was open to the public and/or viewable via Zoom Videoconference. Texas Governor Greg Abbott has granted temporary suspension of the Open Meetings Act to allow telephone or videoconference. These actions are being taken to mitigate the spread of COVID-19.

Study Session Meeting – 6:00 PM

- Present 12** - Chairman David Moore, Commissioner Linda Bertl, Commissioner Jarrod Williams, Commissioner Bonnie Potraza, Commissioner Barrett Cole, Alternate Commissioner Pat Byrne, Tina Firgens AICP Director of Planning, Jenifer Paz AICP Lead Planner, Surupa Sen AICP Senior Planner, Brian Campbell Planning Technician, Hugh Pender Director of Community Services, and John Land Deputy City Manager
- Absent 3** - Vice Chairman Tim Yarbrough, Commissioner Giovanni Zavala, and Alternate Commissioner Andy Jones

A. STUDY SESSION

A.1 [20-429](#) Welcome new Planning and Zoning Commissioner Pat Byrne.

Chairman Moore called the Study Session to order at 6:01 PM.

Chairman Moore thanked the Commissioners for their service.

Chairman Moore opened discussion on Study Session Agenda item A.1 Welcome new Planning and Zoning Commissioner Pat Byrne.

Chairman Moore welcomed Alternate Commissioner Pat Byrne on behalf of the Commission.

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

Chairman Moore informed the Commission that he wanted to consider items A.4 and A.5 out of order in order to address business matters related to the Commission first, before proceeding with the remainder of the agenda.

A.4 [20-392](#) Consider approval of the Attendance Matrix for the Planning and

Zoning Commission as presented; and take appropriate action.

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

Aye: 6 – Chairman Moore, Commissioner Bertl, Commissioner Williams, Commissioner Potraza, Commissioner Cole, and Alternate Commissioner Byrne

Absent: 3 – Vice Chairman Yarbrough, Commissioner Zavala, and Alternate Commissioner Jones

A.5 [20-392](#)

Consider approval of the June 22, 2020 Planning and Zoning Commission Minutes; and take appropriate action.

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

Aye: 6 – Chairman Moore, Commissioner Bertl, Commissioner Williams, Commissioner Potraza, Commissioner Cole, and Alternate Commissioner Byrne

Absent: 3 – Vice Chairman Yarbrough, Commissioner Zavala, and Alternate Commissioner Jones

A.2 [20-427](#)

Discuss and provide direction regarding draft amendments to the Comprehensive Zoning Ordinance related to tree preservation and landscape requirements for residential and non-residential zoning districts.

Chairman Moore opened discussion on Study Session Agenda item A.2 Discuss and provide direction regarding draft amendments to the Comprehensive Zoning Ordinance related to tree preservation and landscape requirements for residential and non-residential zoning districts.

Ms. Tina Firgens, Director of Planning, stated the following: the proposed ordinance amendments are reflective of all feedback received by staff from the Commission; staff would like the Commission to provide feedback on any potential major items of concern regarding the proposed ordinance amendments; and should the Commission be favorable to the proposed amendments, staff would next provide a briefing to City Council in order to receive their feedback at a forthcoming meeting in either September 2020 or October 2020 before proceeding with initiating the public hearing process.

Chairman Moore stated the following: the proposed ordinance amendments came about as a result of no current landscaping requirements for the City's single-family residential zoning districts in comparison with neighborhoods located within Planned Development Districts on the City's west side; the importance of landscaping for the neighborhoods located within the Central Area of the City; the interest of the Commission to promote permeable pavement; and the proposed draft amendments were a result from feedback received by staff from the Commission.

Ms. Jenifer Paz, Lead Planner, gave a presentation regarding the proposed draft amendments, including: an overview of work completed by staff thus far regarding the proposed draft amendments since the Commission's June 22, 2020 meeting; proposed

tree removal permit and survey requirements; tree preservation standards; protected tree replacement options; the Urban Reforestation Fund; and application of tree preservation requirements to City-owned properties.

Questions and comments from the Commissioners were as follows:

- Commissioner Bertl asked why the tree preservation standards addressed properties located within the floodplain.
- Alternate Commissioner Byrne asked for clarification regarding the required caliper for tree replacement for properties located within the One-Family Residential District Nos. 1 and 2 (R-1 and R-2) versus that for the other zoning districts.
- Commissioner Bertl asked about the process related to the spending of monies collected for the Urban Reforestation Fund.
- Commissioners Bertl and Cole discussed who would make the decision regarding whether a deceased tree would be required to be replaced, including for residential properties.
- Commissioner Potraza commented that she was in favor of the proposed maximum caliper requirements related to tree preservation and thanked staff for their work regarding the proposed ordinance amendments.
- Chairman Moore stated the following: thanked staff for their work regarding the proposed ordinance amendments; the proposed ordinance amendments are in a good position for staff to present to City Council; and the importance of the City's motto: "A City in a Park" related to the proposed draft amendments.
- There was general consensus amongst the Commissioners that the proposed draft amendments were favorable and that staff should proceed in presenting the proposed amendments to City Council.
- Chairman Moore and Commissioner Bertl discussed potential costs associated with the proposed tree survey provision, including for both Demo-Rebuild projects and other new home construction projects.

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

A.3 [20-425](#)

Discuss and provide direction regarding draft amendments to the Comprehensive Zoning Ordinance related to parking requirements for residential and non-residential uses.

Chairman Moore opened discussion on Study Session Agenda item A.3 Discuss and provide direction regarding draft amendments to the Comprehensive Zoning Ordinance related to parking requirements for residential and non-residential uses.

Ms. Surupa Sen, Senior Planner, gave a presentation related to the proposed draft amendments, including: an overview of the work completed by staff thus far related to the proposed amendments; and screening requirements for loading areas.

Questions and comments from the Commissioners were as follows:

- Commissioner Bertl discussed the following: whether existing businesses would be subject the proposed requirements; the percentage of properties within the City that currently have no screening for loading areas; and whether a property would be subject to these requirements upon being sold to a new owner.
- Ms. Firgens stated that staff was interested in feedback from the Commissioners related to the provisions that triggered the loading area screening requirements, and discussed the importance of the screening requirements related to property maintenance and potential reinvestment opportunities.
- Chairman Moore asked if the proposed amendments addressed the East Side area comprehensive plan.
- Commissioner Bertl discussed the City's code enforcement procedures related to properties that had dead plantings, including potential situations in which such plantings resulted in insufficient screening for said property. Mr. Hugh Pender, Director of Community Services, addressed Commissioner Bertl's question.
- Commissioner Williams asked whether a property's change in land use would result in said property being subject to the screening requirements.
- Alternate Commissioner Byrne asked whether there would be any incentives for property owners who adhered to the provisions of the proposed amendments. Mr. John Land, Deputy City Manager, addressed Alternate Commissioner Byrne's question.
- Commissioner Williams asked about the number of detailed site plans related to light industrial-type land uses previously reviewed by staff which could have potentially benefitted from these proposed screening requirements.
- Chairman Moore commented on the following: he was in favor of the provisions that triggered the loading area screening requirements as presented, but also the Commission was interested in having more restrictions or tightening restrictions where possible; requested staff bring back to the Commission additional information regarding screening requirements related to a change of land use; the importance of screening requirements for properties located within the East side and other areas of the City featuring warehousing-type land uses; and the importance of screening requirements related to property maintenance.
- Commissioner Bertl commented on the importance of property maintenance related to potential investment opportunities within the City.
- Chairman Moore thanked Mr. Pender and Mr. Land for their comments, and commented on the importance of the City's Façade Grant program.
- Ms. Sen asked Chairman Moore if he would like staff to bring this item back before the Commission during a Study Session before proceeding to initiate the public hearing process, and Chairman Moore said yes.

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

A.6 [20-391](#)**Discuss agenda items for future Planning and Zoning Commission consideration.**

Chairman Moore opened discussion on Study Session Agenda item A.5 Discuss agenda items for future Planning and Zoning Commission consideration.

No items were requested by the Commissioners.

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

Chairman Moore thanked the Commissioners and staff.

B. ADJOURNMENT

Being no further business, Chairman Moore adjourned the meeting at 7:06 PM.

Chairman

City Administration