

**MINUTES OF THE REGULAR MEETING  
OF THE PLANNING AND ZONING COMMISSION  
OF THE CITY OF ROWLETT, TEXAS, HELD IN THE MUNICIPAL CENTER  
4000 MAIN STREET, AT 7:00 P.M., JUNE 14, 2011**

PRESENT: Chairman Rick Sheffield, Vice-Chairman Greg Landry, Commissioners Greg Peebles, Chris Cigainero, Joe Charles, Charles Alexander, Karl Crawley

ALSO PRESENT: Alternate Robert Kittrell (non-voting member), Alternate Carl Pankratz (non-voting member), City Attorney David Berman

ABSENT:

STAFF PRESENT: Planning Manager Erin Jones, Senior Planner Marc Kurbansade, Development Services Technician Ashley McCoy

**A. CALL TO ORDER**

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Chairman Rick Sheffield called the meeting to order at 7:30 p.m.

**B. CONSENT AGENDA**

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**1. Minutes of the Regular Meeting of May 24, 2011**

Vice-Chairman Greg Landry made a motion to approve the Consent Agenda as amended. Commissioner Chris Cigainero seconded the motion. Motion passed with a 6-0-1 vote with Commissioner Karl Crawley abstaining from voting since he was not present at the May 24, 2011 meeting.

**C. PUBLIC HEARINGS**

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**1. Continue a public hearing to consider and make recommendation on proposed text amendments to the following sections of the Rowlett Development Code: Section 77-807 (Conditional Use Permit); Section 77-902 (Regulations applicable to all Nonconformities); Section 77-507 (Public/Institutional and Commercial Building Standards); and Section 77-504 (Landscaping and Screening).**

Commissioner Greg Peebles made a motion to remove the item from table. Vice-Chairman Landry seconded the motion. Motion passed with a 7-0 vote. Marc Kurbansade, Senior Planner came forward to present the case. He gave a brief overview of the proposed changes to the code and modifications that were discussed in the work session. There are proposed changes to four sections of the code with the majority of the changes to be made to the landscaping sections. He stated that the Conditional Uses Permit sections are to be modified to allow possible transferability of a Conditional Use Permit to similar uses at the same location and changes to be made to nonconformities to clean up discrepancies as it refers to uses, structures and properties as they are defined in that section of the code. Mr. Kurbansade then addressed building massing and façade changes to allow sloped roofs to have external drains provided they are architecturally integrated into the design of the building and noted that staff is developing design guidelines to be included into the Zoning & Development Handbook to provide guidance to potential developers in meeting the new requirements. He stated that changes to the landscaping sections included some clean up of scrivener's errors, punctuation and grammar, removal of unnecessary sections and overall reorganization of some sections. Mr. Kurbansade stated that the majority of the changes to the code occurred with interpretation of landscape buffers with the new code designating them as right-of-way or perimeter buffers, with perimeter buffers classified as compatibility or incompatibility buffers. He stated that standards would be different based on types of

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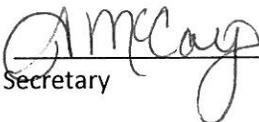
adjacent uses, intensity of adjacent uses, size of roadways and other requirements. He noted that staff recommended modifications were that Sec. 77-504.D be revised to say "*The minimum requirement for canopy trees shall not be less than one tree for every eight parking spaces.*" Staff also recommended with a new section being added for screening wall requirements for residential property next to right-of-way that existing Sec. 77-504.D.4(c) be renumbered to Sec. 77-504.D.4(d) and Sec. 77-504.I.2(b) be amended to make Single, Family Residential development requirements of masonry walls an allowable modification under alternative landscape plans. He noted a modification to Sec. 77-504.F.3 to stipulate a "solid" double metal gate for use as dumpster enclosure and a blanket replacement of "6 months" with "180 days" throughout Sec. 77-902. Also Sec. 77-504.D.2(g) to be revised to only require the planting of canopy trees in accordance with Sec. 77-504.D.2(b) and the order of Sec. 77-504.D.3(d) and Sec. 77-504.D.3(e) be reversed. Commissioner Karl Crawley expressed concern about Sec. 77-504.B.1(c) that states the subdivision of a structure or combining of spaces within a structure would require the landscaping to be brought up to the current code. He stated that this could limit how a property owner could use the space and felt that if the landscaping was done in accordance with the code when the building was initially built, subdivision or combination of space should not require new landscaping. Chairman Rick Sheffield asked City Attorney, David Berman if the Commission was incorrectly interpreting that section of the code and Mr. Berman responded that it was a section carried over from the 2006 code and if the Commission wished to recommend a change they could do so. Commissioner Crawley stated that if the building were to be enlarged then landscaping codes in effect at the time of enlargement should be followed but that subdivision or combination of space should have no impact on landscaping already in place. Chairman Sheffield closed the public hearing and Commissioner Karl Crawley made a motion to recommend approval to City Council with staff recommended modifications and amending to strike Sec. 77-504.B.1(c) and renumber the section accordingly. Vice-Chairman Landry seconded the motion. The motion passed with a 7-0 vote.

**D. ADJOURNMENT**

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Chairman Rick Sheffield adjourned the meeting at 7:45 p.m.

  
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Chairman

  
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Secretary