

**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 26, 2012**

PRESENT: Chairman Rick Sheffield; Vice-Chairman Greg Landry; Commissioners Rosalind Jeffers, Greg Peebles, Joe Charles, Charles Alexander

ALSO PRESENT: Alternates Ronald Meyer (voting member), Jonas Tune (non-voting member)

ABSENT: Commissioner Karl Crawley

STAFF PRESENT: Planning Director Erin Jones, Planner I Michele Berry, Development Services Technician Ashley McCoy

A. CALL TO ORDER

Chairman Rick Sheffield called the meeting to order at 7:00 p.m.

B. CONSENT AGENDA

1. Minutes of the Regular Meeting of June 12, 2012

Vice-Chairman Greg Landry made a motion to approve the Consent Agenda. The motion was seconded by Commissioner Rosalind Jeffers and passed with a 6-0-1 vote with Commissioner Charles Alexander abstaining from voting since he was not present at the June 12, 2012 meeting.

C. ITEMS FOR INDIVIDUAL CONSIDERATION

1. Conduct a public hearing and take action on a Conditional Use Permit request for a Single Tenant Office use in the General Commercial Zoning District. The subject property is an 8,657 square foot existing lease space located at 5700 Rowlett Road, Suite 110, being Lot 2R, Block A of the Concord Healthcare Addition to the City of Rowlett, Dallas County, Texas (CUP12-593).

Michele Berry, Planner I came forward to present the case. She stated that the applicant was a current business within the City and would like to expand. She gave a brief explanation of what services the business provides and stated that the space would be used primarily for the administrative operations for the business. She showed photos of the proposed site and gave examples of the surrounding businesses. She stated that no responses to mailed notices were received and that Staff would recommend approval. Chairman Sheffield opened the public hearing and recognized Tom Berry, 3509 Larkin Lane, Rowlett, Texas to speak as the owner of the business. He gave a brief history of the business and expansion needs and requested approval of the CUP. Seeing no other speakers, Chairman Sheffield closed the public hearing. Commissioner Peebles made a motion to approve the Conditional Use Permit (CUP) for a Single Tenant Office use in the General Commercial Zoning District. Commissioner Alexander seconded the motion and the motion passed with a 7-0 vote.

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2. Conduct a public hearing and take action on a Conditional Use Permit request for a General Personal Services Establishment in the General Commercial Zoning District. The subject property is an 1,500 square foot existing lease space located at 3370 Lakeview Parkway, being an unplatted 0.6129 acre portion of Tract 17 of the U Matthusen Abstract 1017, Page 470 in the City of Rowlett, Dallas County, Texas (CUP12-594).

Michele Berry, Planner I came forward to present the case. She showed photos of the proposed site and gave examples of the surrounding businesses. She gave a brief explanation of what services the business provides and stated that of the seven approval criteria, the requirement of only five parking spaces may be of concern due to the possible large class sizes but noted that the shopping center had adequate parking in the surrounding areas. Ms. Berry stated that Staff would recommend approval and that one mailed notice was returned in favor of the request. Chairman Sheffield opened the public hearing and seeing no speakers, closed the public hearing. Commissioner Alexander made a motion to approve the Conditional Use Permit (CUP) for a General Personal Services Establishment in the General Commercial Zoning District. Vice-Chairman Landry seconded the motion and the motion passed with a 7-0 vote.

D. ADJOURMENT

Chairman Rick Sheffield adjourned the meeting at 7:07 p.m.



Chairman



Secretary