

**MINUTES OF THE MEETING
OF THE PLANNING & ZONING COMMISSION
OF THE CITY OF ROWLETT, TEXAS, HELD IN THE ANNEX CONFERENCE ROOM
4004 MAIN STREET, AT 6:00 P.M., OCTOBER 13, 2015**

PRESENT: Chairman Karl Crawley, Vice-Chairman Michael Lucas, Commissioners Jonas Tune, James Moseley, Thomas Finney, Chris Kilgore, Lisa Estevez, Alternates Jason Berry, Kim Clark, Stephen Ritchey

STAFF PRESENT: Principal Planner Garrett Langford, Senior Planner Erin Jones, Development Services Coordinator Lola Isom

WORK SESSION

i. Call to Order

Chairman Karl Crawley called the Work Session to order at 6:02 p.m.

ii. Administer the Oath of Office and the Statement of Elected/Appointed Officer to the newly appointed and reappointed members.

Lola Isom, Development Services Coordinator, administered the Oath of Office for newly and reappointed members. The Statement of Elected/Appointed Officer and confidentiality documents were also collected.

iii. Planning and Zoning Commission Orientation

Garrett Langford, Principal Planner, presented the Planning and Zoning Commission orientation to the new and returning members and handed out the handbook. He provided information on Commission training, the Council-Manager type of government, the makeup of the Commission, the attendance policy, the monthly schedule, required seminar attendance, meeting and motion rules, Open Meeting Act training, taking final actions publicly, and the Public Information Act.

Chairman Karl Crawley reiterated the importance of having Alternate Members on the Commission.

iv. Discuss items on the regular agenda

Mr. Langford summarized Item C.1. on the Regular Agenda. There was discussion amongst the Commission regarding the height, setbacks, paving, and Code Enforcement regulation.

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Erin Jones, Senior Planner, briefly summarized Item C.2. on the Regular Agenda. There was discussion amongst the Commission regarding the length of the permit.

Ms. Jones summarized Item C.3. on the Regular Agenda. There was discussion amongst the Commission regarding the Tree Mitigation Plan going before the Commission. The Commission discussed the possibility of revisiting the requirements of this type of plan to be reviewed by the Commission.

v. Adjourn.

Chairman Karl Crawley adjourned the Work Session at 6:35 p.m.

REGULAR MEETING

PRESENT: Chairman Karl Crawley, Vice-Chairman Michael Lucas, Commissioners Jonas Tune, James Moseley, Thomas Finney, Chris Kilgore, Lisa Estevez, Alternates Jason Berry, Kim Clark, Stephen Ritchey

STAFF PRESENT: Principal Planner Garrett Langford, Senior Planner Erin Jones, Development Services Coordinator Lola Isom

A. CALL TO ORDER

Chairman Karl Crawley called the Regular Meeting to order at 6:35 p.m.

1. Update Report from Director of Development Services.

Mr. Langford stated that he would be sending more information out to the Commission in the near future in regards to a future training seminar opportunity in January of 2016.

2. Elect a Chairman and Vice-Chairman.

The Commission unanimously voted to re-elect Karl Crawley as the Chairman and Michael Lucas as the Vice-Chairman of the Planning and Zoning Commission.

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B. CONSENT AGENDA

1. **Minutes of the Planning and Zoning Commission Meeting of September 22, 2015.**
2. **Consider and take action on a Final Plat for Usuga Medical Addition, located at 8100 Lakeview Parkway further described as being 1.87 acres of land located in the James Sanders Survey, Abstract No. 1424, City of Rowlett, Dallas County, Texas (FP39-2015).**

Commissioner Chris Kilgore made a motion to approve the Consent Agenda. Commissioner Thomas Finney seconded and the motion passed with a 7-0 vote.

C. ITEMS FOR INDIVIDUAL CONSIDERATION

1. **Conduct a public hearing and make a recommendation on a request for a Special Use Permit to allow an accessory structure that does not meet the requirements in Section 77-303 of the Rowlett Development Code. The subject property is located at 4810 Scenic Drive being further described as being 1.133 +/- acres in the Whitaker Crabtree Abstract #60, City of Rowlett, Rockwall County, Texas. (SUP26-2015).**

Mr. Langford provided background on the Special Use Permit request. He presented a location map and stated that the request was due to the structure exceeding the maximum height and size and because it encroaches into the side yard setback. He presented a Site Plan and site photographs.

Mr. Langford stated that public hearing notifications were sent out; two were received in favor and zero were received in opposition within the 200 ft. radius notification area and two were received in favor and two were received in opposition within the 500 ft. courtesy radius notification area. He presented a Public Hearing Notification Map and summarized the Staff Analysis. He stated that staff recommends approval of the request.

There was discussion amongst the Commission regarding the fact that the neighbor located at 4714 Scenic Drive was in favor of this request.

Chairman Karl Crawley opened the public hearing.

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No speakers came forward.

Chairman Karl Crawley closed the public hearing.

Commissioner Chris Kilgore made a motion to recommend approval of the request. Commissioner Lisa Estevez seconded and the motion. The motion passed with a 7-0 vote.

- 2. Consider and take appropriate action on a request for a temporary use permit located at 4410 Toler Road, further described as Lot 9, Block 1 of the Rowlett Ranch Estates Subdivision, City of Rowlett, Dallas County, Texas. (TUP42-2015).**

Ms. Jones presented a location map and provided background on the Temporary Use Permit request. She explained the Rowlett Development Code considerations and presented site photographs. She stated that staff recommends approval.

There was discussion amongst the Commission regarding the proposed fence, the awareness of the neighbors, and the size of the POD storage container.

Commissioner James Moseley made a motion to approve the request. Commissioner Thomas Finney seconded and the motion. The motion passed with a 7-0 vote.

- 3. Consider and make a recommendation to City Council regarding a tree mitigation plan and related tree removal permit application for more than three trees associated with Evergreen Senior Living. The subject property is located at 5500 Old Rowlett Road, further described as a 5.50 +/- acres of land located in the John M. Thomas Survey, Abstract No. 1478, City of Rowlett, Dallas County, Texas.**

Ms. Jones presented a location map and provided background on the request. She presented the Tree Mitigation Plan and the preliminary Landscape Plan. She stated that staff recommends approval.

Commissioner Chris Kilgore made a motion to recommend approval of the request. Vice-Chairman Michael Lucas seconded and the motion. The motion passed with a 7-0 vote.

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There was a brief discussion about considering putting Tree Mitigation Plans on the Consent Agenda. It was decided to not propose any formal changes at this time.

4. **Consider and make a recommendation on an Alternative Landscape Plan for F&F Concrete located at 2416 Chandler Drive, further described as Lot 3R, Block A of the Storage Max of Rowlett Addition, City of Rowlett, Dallas County, Texas. (DP14-2015).**

Mr. Langford presented a location map and provided background on the site. He explained that the request is due to additional requirements from being adjacent to the DART Rail Line. He presented the Alternative Landscape Plane and site photographs. He summarized the Staff Analysis and stated that staff recommends approval.

There was discussion amongst the Commission regarding screening.

Commissioner Thomas Finney made a motion to recommend approval of the plan. Chairman Karl Crawley seconded and the motion. The motion passed with a 7-0 vote.

D. ADJOURNMENT

Chairman Karl Crawley adjourned the meeting at 7:16 p.m.



Chairman



Secretary