

**MINUTES OF THE WORK SESSION AND REGULAR MEETING  
OF THE PLANNING & ZONING COMMISSION  
OF THE CITY OF ROWLETT, TEXAS, HELD IN THE CITY COUNCIL CHAMBERS  
4000 MAIN STREET, AT 6:00 P.M., OCTOBER 25, 2016**

**WORK SESSION**

**PRESENT:** Chairman Michael Lucas, Vice Chairman James Moseley, Commissioners Chris Kilgore, Lisa Estevez, Stephen Ritchey, Alternates Kevin Moore, Kim Clark

**ABSENT:** Commissioners Thomas Finney, Jonas Tune

**STAFF PRESENT:** Director of Development Services Marc Kurbansade, Principal Planner Garrett Langford, Urban Design Manager Daniel Acevedo, Senior Planner Patricia Roberts, Planner I Katy Goodrich

**i. Call to Order**

Chairman Michael Lucas called the Work Session to order at 6:00 p.m.

**ii. Discuss proposed changes to subdivision regulations in the Unified Development Code pertaining to platting regulations and subdivision control regulations.**

Director of Development Services Marc Kurbansade discussed moving the final plat process to after the installation of public improvements. He stated that the process already occurs this way in Form Based Code Developments. Water and fire lanes must be installed before the process can be considered substantially completed, which would allow the final plat process to begin. He also stated that a preliminary plat will be good for two years once it is approved and filed and if no development occurs for two years, a new preliminary plat will be required. He also discussed the conveyance plat process being added to the Rowlett Development Code (RDC) and also to allow the building permit to be issued with the approval of the development, civil, and preliminary plat plans. He also went through some items that will be removed and added to the subdivision requirements in the RDC.

**iii. Discuss items on the regular agenda.**

There was a brief discussion regarding receipt of the planning resource links to various websites as discussed at the meeting on October 11, 2016. No items from the Regular agenda were discussed.

**iv. Adjourn**

Chairman Michael Lucas adjourned the Work Session at 6:21 p.m.

**MINUTES OF THE WORK SESSION AND REGULAR MEETING  
OF THE PLANNING & ZONING COMMISSION  
OF THE CITY OF ROWLETT, TEXAS, HELD IN THE CITY COUNCIL CHAMBERS  
4000 MAIN STREET, AT 6:00 P.M., OCTOBER 25, 2016**

**REGULAR MEETING**

**PRESENT:** Chairman Michael Lucas, Vice Chairman James Moseley, Commissioners Chris Kilgore, Lisa Estevez, Stephen Ritchey, Alternates Kevin Moore, Kim Clark

**ABSENT:** Commissioners Thomas Finney, Jonas Tune

**STAFF PRESENT:** Principal Planner Garrett Langford, Urban Design Manager Daniel Acevedo, Senior Planner Patricia Roberts, Planner I Katy Goodrich

**A. CALL TO ORDER**

---

Chairman Michael Lucas called the Regular Meeting to order at 6:30 p.m.

**1. Update Report from Staff.**

Garrett Langford, Principal Planner, reminded the Commissioners that there is a joint session with City Council on November 8, 2016 and that the open meetings training video must be completed no later than November 4, 2016. Mr. Langford also introduced Ty Thompson, Assistant City Engineer, and stated that he could answer any engineering related questions if needed.

**B. CONSENT AGENDA**

---

- 1. Consider action to approve the minutes of the Planning and Zoning Commission meeting on October 11, 2016.**
  
- 2. Consider and take action on a Preliminary Plat request for Bayside, located in the southeast quadrant of the City bounded to the north by Chiesa Road and to the southwest by IH 30, further described as a 91.483 +/- acre tract of land situated in the Charles D. Merrill Survey, Abstract No. 957, and the William Crabtree Survey, Abstract No. 346, City of Rowlett, Dallas County, Texas.**

Vice Chairman James Moseley made a motion to approve the Consent Agenda. Commissioner Lisa Estevez seconded the motion. The motion passed with a 7-0 vote.

**MINUTES OF THE WORK SESSION AND REGULAR MEETING  
OF THE PLANNING & ZONING COMMISSION  
OF THE CITY OF ROWLETT, TEXAS, HELD IN THE CITY COUNCIL CHAMBERS  
4000 MAIN STREET, AT 6:00 P.M., OCTOBER 25, 2016**

**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 building (residential greenhouse). The subject property is located at 5605 Edgewater Circle further described as being Lot 10, Block A of the Wimbledon on the Lakes Subdivision, City of Rowlett, Dallas County, Texas.**

Senior Planner Patricia Roberts stated the location of the request and showed a location map of the property. She stated that the request was for a 250 square foot greenhouse and discussed the location on the property. She explained that this type of building requires a Special Use Permit (SUP) in Single Family Zoning districts. She discussed the dimensions and showed site photos. She stated that one public hearing notice was returned in favor of the request while none were received in opposition. Staff recommended approval.

Chairman Michael Lucas opened the public hearing at 6:36 p.m.

No speakers came forward.

Chairman Michael Lucas closed the public hearing at 6:37 pm.

Commissioner Chris Kilgore made a motion to recommend approval the request. Alternate Kim Clark seconded the motion. The motion passed with a 7-0 vote.

- 2. Conduct a public hearing and make a recommendation on a request for a Special Use Permit (SUP) for a Commercial Office Center use in the Planned Development District 007-07, which retains an underlying zoning of Limited Commercial/Retail (C-1) in the location of the requested Commercial Office Center. The subject property is located at 8409 Chiesa Road further described as being 4.4534 acres in the Zach Motley, Abstract #1010, PG 435, City of Rowlett, Dallas County, Texas.**

Katy Goodrich, Planner I, stated the request for an SUP to allow a commercial office complex in the Planned Development District 007-07 with an underlying zoning of C-1. She stated the location was 8409 Chiesa Road. She stated that the property is 4.45 acres and is undeveloped and was rezoned to the PD in 2007. At the time of rezoning there was no commercial development proposed. She stated that there will be four, 4,500 square foot buildings that are one story each and 26 feet in height. She stated that there are two proposed access drives and a 15' landscape buffer required at the rear of the property. The concept plan meets all standards of the RDC but still requires development plan approval.

**MINUTES OF THE WORK SESSION AND REGULAR MEETING  
OF THE PLANNING & ZONING COMMISSION  
OF THE CITY OF ROWLETT, TEXAS, HELD IN THE CITY COUNCIL CHAMBERS  
4000 MAIN STREET, AT 6:00 P.M., OCTOBER 25, 2016**

She stated that any C-1 use is allowed by right and the only reason this case is being presented to the Planning and Zoning Commission and City Council is because it is a multi-tenant office complex. She stated that staff received seven public hearing responses in opposition. She discussed the average cars per hour at peak hour through studies that were done by the Institute of Transportation Engineers and stated that, on average, 27 cars will come in and out of the site at peak hour. This does not require a Traffic Impact Analysis (TIA). She stated that although there will be an increase in traffic, it will not be a significant amount. She then discussed criteria for approval and stated that staff is recommending approval.

Alternate Kim Clark voiced concerns about traffic and whether a traffic study should be completed.

Vice Chairman James Moseley asked what kinds of developments could occur at this site by right. He asked if a gas station could be developed here.

Ms. Goodrich stated that a gas station could not be developed at this site, but a medical office, restaurant, or bank would be allowed at this site through C-1 zoning.

Chairman Michael Lucas opened the public hearing at 6:45 p.m.

The following speakers came forward:

**Robert and Suzanne Fuentes  
81007 Lake Valley Court  
Rowlett, TX 75089**

Suzanne and Robert Fuentes stated concerns about traffic, privacy, and safety. They were also concerned about the location of the dumpster on the commercial property.

**Stephanie Henning  
8005 Horseshoe Bay  
Rowlett, TX 75089**

Ms. Henning stated concerns about who would maintain the landscaping against the masonry wall and what would happen if the landscaping began affecting the masonry well. She also stated concerns about lighting and the average growth of trees in the landscaping area.

**MINUTES OF THE WORK SESSION AND REGULAR MEETING  
OF THE PLANNING & ZONING COMMISSION  
OF THE CITY OF ROWLETT, TEXAS, HELD IN THE CITY COUNCIL CHAMBERS  
4000 MAIN STREET, AT 6:00 P.M., OCTOBER 25, 2016**

**Randall Appling  
8106 Lake Valley Court  
Rowlett, TX 75089**

Mr. Appling stated his concerns about traffic coming from the development.

**Richard Blythe  
8207 Lake Valley Court  
Rowlett, TX 75089**

Mr. Blythe stated concerns about privacy and safety.

**Daryl Barber  
8203 Lake Valley Court  
Rowlett, TX 75089**

Mr. Barber stated concerns about traffic, noise, and privacy. He also was concerned about the potential negative impact to homes in the area.

No additional speakers came forward.

Chairman Michael Lucas closed the public hearing.

Alternate Kim Clark stated concerns about traffic due to the congestion that is currently on Liberty Grove Road and Chiesa Road. He stated that he would be opposed to the development.

Commissioner Chris Kilgore stated that the traffic issue is a common concern with new development. He stated that this property has always been zoned commercial and that the owner has the right to develop. He believes that this development will be low intensity and the landscape buffer is required to mitigate the issues that were brought up by citizens. He also stated that there is an ordinance in the Rowlett Development Code (RDC) that restricts lighting on properties.

Alternate Kim Clark stated that he wanted to clarify his comments and had concerns with multi-tenant versus single tenant.

**MINUTES OF THE WORK SESSION AND REGULAR MEETING  
OF THE PLANNING & ZONING COMMISSION  
OF THE CITY OF ROWLETT, TEXAS, HELD IN THE CITY COUNCIL CHAMBERS  
4000 MAIN STREET, AT 6:00 P.M., OCTOBER 25, 2016**

Vice Chairman James Moseley addressed the concerns regarding the masonry wall and stated that he would be supporting the proposal.

Commissioner Chris Kilgore stated that the owner of the commercial property will handle any issues that occur on his property and/or interfere with the neighboring properties.

Commissioner Lisa Estevez made a motion to recommend approval the request. Vice Chairman James Moseley seconded the motion. The motion passed with a 6-1 vote. Alternate Kim Clark voted in opposition.

- 3. Conduct a public hearing and make a recommendation to City Council on a request for a Major Warrant pertaining to landscaping requirements for tree caliper inches for the Homestead at Liberty Grove located at the northern terminus of Chiesa Road, north of Liberty Grove Road, further described as being 35.315 +/- acres out of the James M. Hamilton Survey, Abstract No. 544, City of Rowlett, Dallas County, Texas.**

Urban Design Manager Daniel Acevedo introduces the request for a major warrant for Homestead at Liberty Grove. He describes what a major warrant is and then goes into the request. He stated that 54 street trees do not meet the minimum size requirement of 3". He shows site photos of the undersized trees and trees that are 3-4" in diameter. He stated that, when staff went out to review the trees, they noticed the trees did not meet the size requirements. He stated that the developer said that the planting cycles made it very difficult to find 3" trees at the amount needed. It is expected that the undersized trees will be regular sized within a year because average growth is half an inch to an inch. The average caliper inch of trees in the development is 2.68". The developer is adding trees in public areas as well as a surplus of street trees to make up for the lack of required inches. Mr. Acevedo stated that this should not negatively impact the development or Form Based Code Developments in the future. Public hearing notices were sent, but none were received. Mr. Acevedo stated that, although he did not receive any in the mail, he spoke to several people on the phone.

Vice Chairman James Moseley asked if the developer knew before the inspection that there were undersized trees and did not mention it to staff. Mr. Acevedo stated that developer knew and did not mention it.

Alternate Kevin Moore asked what would happen if the trees are under 3" in a year or in the future and if the Homeowner's Association (HOA) would have to deal with that if that occurred.

Chairman Michael Lucas opened the public hearing at 7:14 p.m.

**MINUTES OF THE WORK SESSION AND REGULAR MEETING  
OF THE PLANNING & ZONING COMMISSION  
OF THE CITY OF ROWLETT, TEXAS, HELD IN THE CITY COUNCIL CHAMBERS  
4000 MAIN STREET, AT 6:00 P.M., OCTOBER 25, 2016**

The following speakers came forward:

**Will Gietema  
8142 Garland Road  
Dallas, TX 75218  
Developer**

Mr. Gietema stated that the cause for the under developed trees was the recession. He said that trees were not in high demand so there were fewer planted. When development picked back up, the tree farmers could not grow enough trees to meet the demand. Mr. Gietema stated that when searching for trees, they found 3" trees that met the inch requirement but were not straight or of good quality so he chose smaller trees that would grow correctly.

No additional speakers came forward.

Chairman Michael Lucas closed the public hearing at 7:17 p.m.

Commissioner Chris Kilgore stated that the difference in tree inches is nominal and will cure itself and the development has a surplus of trees now.

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

- 4. Consider and take action on a Development Plan for Alta Vista Nursery located at 1100 and 1200 Lakeview Parkway, further described as being a portion of Lot 1 and all of Lot 2, Block 1 of Oaktree Golf Center, City of Rowlett, Dallas County, Texas.**

Principal Planner Garrett Langford stated the address of the project and the request of an alternate development plan due to the size of the property being greater than 25,000 square feet. The Planning and Zoning Commission already approved the development plan for a greenhouse and existing office building. He showed the site plan in the floodway and stated that flood zone was more than 50% of the property. He then showed the landscape, façade, and photometric plans. He said that staff recommends approval.

Vice Chairman James Moseley stated that this type of development is great for an area in a flood plain and will be in support.

**MINUTES OF THE WORK SESSION AND REGULAR MEETING  
OF THE PLANNING & ZONING COMMISSION  
OF THE CITY OF ROWLETT, TEXAS, HELD IN THE CITY COUNCIL CHAMBERS  
4000 MAIN STREET, AT 6:00 P.M., OCTOBER 25, 2016**

Commissioner Chris Kilgore made a motion to recommend approval the request. Vice Chairman James Moseley seconded the motion. The motion passed with a 7-0 vote.

- 5. Consider and make a recommendation on a request to allow an alternative building material for Beverage Depot located at 5100 Lakeview Parkway, further described as being 2.58+/- acres of land located in the Thomas Lumley Survey, Abstract No. 789, City of Rowlett, Dallas County, Texas.**

Principal Planner Garrett Langford presented this case. He stated that this is a request for an Alternate Building Material for Beverage Depot. The property is zoned C-2 and is approximately 2.5 acres. It is a retail business that will sell alcohol. The preliminary plat has been approved. This request is to allow metal insulated panels. Mr. Langford shows the submitted façade and site plan, which have not been approved. He described the material and said that the developer would like to use this material because it provides good insulation, which is useful because of the coolers inside the building. Mr. Langford stated that the bottom half of the building will be brick and that the longevity of this requested material cannot be verified. It only has a ten-year warranty. Staff is recommending denial.

Commissioner Chris Kilgore stated that he has a concern with the life expectancy and asked what the life expectancy of allowed  $\frac{3}{4}$ " stucco is.

Mr. Langford stated that it depends on the craftsmanship, but the Building Official stated that it can last for decades. He stated that he also checked with other cities in the area to see if they had recently approved the material. Evidently, the City of McKinney allowed the material on a side that was not a main road. According to additional research, the City of Irving has allowed it in areas that are commercial/industrial in use.

Chairman Michael Lucas stated that he was inclined to deny this request and is wary of materials that have not been used a lot in the area.

Commissioner Chris Kilgore stated that he is not very fond of stucco.

Vice Chairman James Moseley made a motion to recommend denial. Alternate Kim Clark seconded the motion. The motion passed with a 5-2 vote. Commissioners Chris Kilgore and Lisa Estevez voted in opposition.

- 6. Consider and take action on a revised Development Plan Lone Star Storage located at 2817 Main Street, further described as being Lot 2, Block A, Four Square Addition, City of Rowlett, Dallas County, Texas.**

**MINUTES OF THE WORK SESSION AND REGULAR MEETING  
OF THE PLANNING & ZONING COMMISSION  
OF THE CITY OF ROWLETT, TEXAS, HELD IN THE CITY COUNCIL CHAMBERS  
4000 MAIN STREET, AT 6:00 P.M., OCTOBER 25, 2016**

Senior Planner Patricia Roberts stated that this is a request from Lone Star Storage for a revised landscape plan. The applicant would like to use a living screen instead of a masonry wall. She described what type of landscaping would be included and stated that an iron fence will be used as well. Staff recommends approval.

Vice Chairman James Moseley stated that he would like to see what the berm looks like.

Commissioner Chris Kilgore stated that he is in favor of a living screen over a masonry wall and Chairman Michael Lucas agreed.

Commissioner Chris Kilgore made a motion to recommend approval. Alternate Kim Clark seconded the motion. The motion passed 7-0.

- 7. Consider and make a recommendation on a request to allow an alternative building material for Lone Star Storage located at 2817 Main Street, further described as being Lot 2, Block A, Four Square Addition, City of Rowlett, Dallas County, Texas.**

Senior Planner Patricia Roberts stated that this is a request for Lone Star Storage to allow an alternate building material on the columns. She stated that the applicant would like an alternate material because adding the stone to the columns is dangerous for people driving RVs. It does not allow as much maneuvering room. The steel columns will be visible from the street because it is 12' at its point. She then showed the approved façade plan. Staff recommends denial.

Vice Chairman James Moseley asked if the posts could be seen even with the landscape screening wall.

Chairman Michael Lucas stated that visibility is low due to the use of the property.

Alternate Kim Clark asked why it would be safer to have steel versus concrete.

Commissioner Chris Kilgore stated that there is not much to see and that the neighborhood should be considered because it is very commercial in nature. He stated that the stone could make the maneuvering dangerous because they are more likely to hit the masonry instead of a steel post. He stated that he is in favor.

Vice Chairman James Moseley stated that he agrees with Commissioner Chris Kilgore.

Chairman Michael Lucas states that he is in favor because the situation is different and the context is different for the area.

**MINUTES OF THE WORK SESSION AND REGULAR MEETING  
OF THE PLANNING & ZONING COMMISSION  
OF THE CITY OF ROWLETT, TEXAS, HELD IN THE CITY COUNCIL CHAMBERS  
4000 MAIN STREET, AT 6:00 P.M., OCTOBER 25, 2016**

Alternate Kevin Moore asked if the steel wrapped in masonry would protect the structure more than just using steel.

Commissioner Lisa Estevez asked if the masonry would be circle or square around the steel.

Alternate Kevin Moore stated that it is usually square.

Alternate Kim Clark stated that it would be easier to maneuver around a steel pole.

Commissioner Chris Kilgore stated that masonry does not make a difference because hopefully the steel will be designed well.

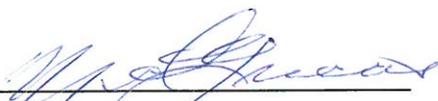
Mr. Langford stated that the structure will require a structural engineer.

Vice Chairman James Moseley made a motion to recommend approval. Commissioner Chris Kilgore seconded the motion. The motion passed with a 5-2 vote. Commissioner Lisa Estevez and Alternate Kevin Moore voted in opposition.

**D. ADJOURNMENT**

---

Chairman Michael Lucas adjourned the meeting at 8:05 p.m.

  
\_\_\_\_\_  
Chairman

  
\_\_\_\_\_  
Secretary