
MINUTES
PLANNING AND ZONING COMMISSION
Meeting of September 20, 2011

The Planning and Zoning Commission of the City of Cedar Hill, Texas met on TUESDAY, September 20, 2011 at 6:00 p.m. in the T.W. "Turk" Cannady/Cedar Hill Room, 285 Uptown Boulevard Building 100, Cedar Hill, Texas.

Present: Chairman Theresa Brooks, Vice-Chairman Bill Strother and Commissioners, Stephanie Freeman, Lisa Thierry and Tim Hamilton.

Absent: Gehrig Saldaña

I. Call the meeting to order

Chairman Brooks called the meeting to order at 6:05 p.m. declaring it an open meeting in which a quorum was present and the meeting notice was duly posted.

II. Approve the minutes of the September 6, 2011 regular meeting

A motion was made by Commissioner Hamilton to approve the minutes of the September 6, 2011, as presented. The motion was seconded by Commissioner Thierry. The vote was as follows:

Ayes: 5 – Chairman Brooks, Vice-Chairman Strother and Commissioners Freeman, Thierry and Hamilton.

Nays: 0

Chairman Brooks declared the motion carried.

III. Citizens Forum

No one spoke

VI. Case No. 11-06 - REMOVE FROM TABLE and consider the Site Plan of a 2,240 sq. ft. residential conversion located at 401 Houston St. *Requested by Norman Patten of Norman Patten & Associates.*

A motion was made by Vice-Chairman Strother to remove this item from the table. The motion was seconded by Commissioner Freeman. The vote was as follows:

Ayes: 5 – Chairman Brooks, Vice-Chairman Strother and Commissioners Freeman, Thierry and Hamilton.

Nays: 0

Chairman Brooks declared the motion carried.

Norman Patten of Norman Patten & Associates, 413 Cedar Street, Cedar Hill, TX 75104, stepped forth to present this request and answer any questions from the Commission.

Vice-Chairman Strother asked the applicant if this structure is currently being occupied as a residence.

Mr. Patten stated that he recently discovered that someone is living in the house. He assumed that this is a temporary measure to generate income for the owner until the site plan and building permit process is completed. He added that the owner, his client, has been extremely displeased with the lengthy delays in approving the site plan.

Vice-Chairman Strother, seeking confirmation from the applicant, stated that once this site is approved, then the site would be used strictly as an office and not a live/work arrangement.

Mr. Patten replied yes; adding that he believes his client is just trying to generate income.

Commissioner Hamilton asked the applicant what is the intended use for this site, a residence or a commercial use.

Mr. Patten stated that this is a residential conversion. His client would like to use this location as an office. He added that his client has been very frustrated with the site plan approval process and again stated that he can only assume that his client is trying to generate cash flow by renting the house. Mr. Patten stated that if for some reason his client no longer wishes to pursue the office use, then they will not proceed any further in this process.

Chairman Brooks commented that she is pleased with the 7 parking places as they are proposed. She further stated that although the configuration of the parking lot area does not meet the spirit of the ordinance nor does it comply with the objectives the City has for the downtown area, she understands the site's limitations. Chairman Brooks stated that she would like to see more landscaping done on the site. And she also asked the applicant to elaborate on the newly constructed porch on the Cooper St. side, stating that it does not appear on the site plan presented to the Commission for their consideration.

Mr. Patten stated that he was only made aware of the porch addition a day earlier. He stated that this addition was not on the site when he submitted his most recent set of revisions to the City; if he was aware of the addition, he stated that he would have included it on the plans.

Chairman Brooks stated that she feel the porch is an attractive addition to the site and would not have an issue approving it so long as the plans are modified to include the addition.

Mr. Patten stated that if the Commission made their recommendation for approval subject to the plans being modified to include the addition, he would make the needed changes and submit plans in time to be forwarded to the City Council for their review and approval.

Commissioner Hamilton commented that he feels the owner was not deliberately trying to circumvent the approval process; he simply may not have known or understood that he needed approval to construct the porch.

A motion was made by Commissioner Thierry to approve Case No. 11-06, subject to the plans being modified to include the recent porch addition and revisions being made to the parking. The motion was seconded by Commissioner Hamilton. The vote was as follows:

Ayes: 5 – Chairman Brooks, Vice-Chairman Strother and Commissioners Freeman, Thierry and Hamilton.

Nays: 0

Chairman Brooks declared the motion carried.

V. Case No. 11-24 – Review and consider the Site Plan of a 3,534 sq. ft. building addition located at 265 W. Pleasant Run Rd., *requested by Jeff Gray on behalf of Hillcrest Baptist Church.*

Bobby Fletcher, Chairman of the Board of Trustees at Hillcrest Baptist Church, 265 West Pleasant Run Road, Cedar Hill, TX 75104, along with Jeff Gray, project manager stepped forth to present this request and answer any questions from the Commission.

Mr. Fletcher stated that this addition would accommodate the much needed expansion of educational facilities.

Chairman Brooks commented that she liked the look of the metal roof.

A motion was made by Commissioner Freeman to approve Case No. 11-24, as presented. Vice-Chairman Strother offered a friendly amendment to the motion, to include the applicant's request for a variance to allow the use of Hardi Plank. Commissioner Freeman accepted the amendment. The motion was seconded by Commissioner Hamilton. The vote was as follows:

Ayes: 5 – Chairman Brooks, Vice-Chairman Strother and Commissioners Freeman, Thierry and Hamilton.

Nays: 0

Chairman Brooks declared the motion carried.

VI. Staff Reports & Discussion Items

1. Discussion on minimum masonry standards

Don Gore, Planner, reviewed with the Commission the purpose statement which had previously been devised by the Commission. Additionally, he reviewed an outline of the proposed changes to the ordinance.

2. Discussion on in-home elderly care facilities

Belinda Huff, Development Services Coordinator, reviewed with the Commission previously presented information on in-home elderly care facilities, and discuss the need to examine the City's current regulations to assess whether or not they are achieving what the City desires with respect to this particular land use in residential areas.

3. Recent Submittals

This item was covered in the briefing session.

VII. Adjourn

A motion was made, followed by a second for adjournment. The meeting adjourned at 7:25 p.m.

Theresa Brooks
Chairman

Belinda L. Huff
Development Services Coordinator
