
MINUTES
PLANNING AND ZONING COMMISSION
Meeting of July 21, 2015

The Planning and Zoning Commission of the City of Cedar Hill, Texas met on TUESDAY, July 21, 2015 at 6:00 p.m. in the T.W. "Turk" Cannady/Cedar Hill Room, 285 Uptown Blvd, Bldg. 100, Cedar Hill, TX.

Planning & Zoning Commissioners present: Chairman Theresa Brooks, Commissioners: Timothy Hamilton, Michael Deeds, Adriane Martin, Gehrig Saldana and Lisa Thierry

Absent: Vice-Chairman Bill Strother

City Staff members present: Rod Tyler, Director of Planning & Zoning, Don Gore, Senior Planner, Colby Collins, Planning Intern and Sharon Davis, Executive Secretary.

I. Call the meeting to order

Chairman Brooks called the meeting to order at 6:00 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 July 7, 2015 regular meeting

A motion was made by Commissioner Deeds and seconded by Commissioner Hamilton to approve the minutes of the July 7, 2015 regular meeting. The vote was as follows:

Ayes: 5 – Chairman Brooks, Commissioners, Martin, Deeds, Hamilton and Thierry

Abstain: Commissioner Saldana

Nays: 0

Chairman Brooks declared the motion carried.

III. Citizens Forum

No one spoke.

IV. Election of Officers

Chairman Brooks opened the floor to nominations for P&Z Chairman and Vice-Chairman.

Commissioner Hamilton nominated Theresa Brooks for Chairman. The nomination was seconded by Commissioner Deeds. There were no additional nominees. The vote was as follows:

Ayes: 5 – Commissioners Martin, Thierry, Saldana, Deeds and Hamilton.

Nays: 0

Chairman Brooks declared the motion carried.

Commissioner Deeds nominated Bill Strother for Vice-Chairman. The nomination was seconded by Commissioner Hamilton. There were no additional nominees. The vote was as follows:

Ayes: 6 – Chairman Brooks, Commissioners Martin, Deeds, Hamilton, Saldana and Thierry.

Nays: 0

Chairman Brooks declared the motion carried.

V. Case No. 15-13 -Review and consider the Site Plan of 6,386 sq. ft. of two retail office building on Lot 2, Block D, Pleasant Run Farm, located at 917 N. Joe Wilson Road; *requested by Norman Patton on behalf of New EM Kay, LLC.*

Don Gore, Sr. Planner delivered the staff report by stating the applicant was proposing to construct two (2) 3,168 sq. ft. retail buildings at 917 N. Joe Wilson Road. Section 2.6.2.C of the Zoning Code requires the applicant to apply for a building permit for an approved site plan within one (1) year of the date of final approval of the site plan by City Council or the site plan expires. Staff recommends approval of the proposed site plan as it complies with the City's plans, policies and ordinances.

Mr. Norman Patton, 413 Cedar St. came forward as the applicant to present his request and answer any questions.

Commissioner Deeds asked what type of retail will be going in at this location.

Chairman Brooks asked since there are two proposed phases; what happens if Phase 2 does not get built after Phase 1.

Mr. Gore indicated the applicant had one year after the building permit was issued to build Phase 2 otherwise the permit would expire and the applicant would have to go through the site plan process again.

Mr. Patton indicated that the type of retail the owner is planning at this location is a convenience store. The owner is intending to build Building 1 completely and lease it and then build Building 2.

Commissioner Hamilton made a motion to recommended approval of Case 15-13. The motion was seconded by Commissioner Martin. The vote was as follows:

Ayes: 6 – Chairman Brooks, Commissioners Deeds, Martin, Saldana, Thierry and Hamilton.

Nays: 0

Mr. Brown indicated, for example, Facebook builds on itself reaching more people.

Mr. Gore showed the Commission the Planning Web page and the links to Facebook and Twitter. From there, he browsed thru a few showing the types and frequency of posting.

Mr. Deeds pointed out the limited number of followers to which Mr. Gore asked how many Commissioners liked the Planning Department's Facebook page; to which the majority of the Commission stated that they had not.

Colby Collins, Planning Intern felt that the appropriate social media had been touched and made a suggestion about having, for example, town hall type meetings with food to attract citizens and getting the word out about P&Z meetings.

Chairman Brooks asked what the City can do to grab the attention of the citizens to come to the P&Z meetings.

Mr. Gore stated that he and Corky will develop some recommendations utilizing existing social media tools to boost public participation.

VIII. Discuss Interim Zoning Plan for Downtown Properties

Rod Tyler, Planning Director, discussed with the Commission about the concept of rezoning the areas zoned Industrial District within the Historic Downtown. He distributed copies of the Old Town Zoning District standards and zoning map of the Historic Downtown for the Commission review. He described how this zoning was detrimental and contradictory to the concepts in the City Center Development Plan. The Commission discussed the properties that would be involved, and the type of notification to property owners within the area. They also discussed the pros and cons of rezoning all the properties at once or individually.

The Commissioners agreed that this item was very important and that maybe a single meeting devoted to just this issue be set aside just for this topic. After discussion, the Commission decided to take this item up at the next regularly scheduled meeting which would give them a chance to read over the Old Town district standards and be prepared to discuss the appropriateness of each of the districts and their applicability to each of the properties.

IX. Staff Reports and Discussion Items

Staff Report was not discussed.

X. Adjourn

A motion was made, followed by a second for adjournment. The meeting adjourned at 7:48 pm.



Theresa Brooks
Chairman



Sharon Davis
Executive Secretary

Chairman Brooks declared the motion carried unanimously.

- VI. Case No. 15-16 - Review and consider the Preliminary Plat and Layout Plans for Primax Addition**, showing three (3) non-residential lots being 7,063 acres out of Abstract 304, located at the southeast corner of S. Clark Road and W. Belt Line Road; *requested by D. Chris Neill on behalf of Primax Properties.*

Don Gore, Sr. Planner delivered the staff report by stating the applicant is proposing a preliminary plat subdividing a 7.063 acre tract into three (3) non-residential lots generally located 130 feet east of Clark Road and south of Belt Line Road. Staff recommends approval as it complies with the City's plans, policies and ordinances.

Mr. Chris Neill, 1100 E. Moreland St., Charlotte, NC indicated the applicant will be subdividing the property into three (3) lots and buying and developing the lot closest to the gas station and the owner will retain the other two (2) lots.

Commissioner Deeds made a motion to recommended approval of Case 15-16. The motion was seconded by Commissioner Hamilton. The vote was as follows:

Ayes: 6 – Chairman Brooks, Commissioners Deeds, Martin, Saldana, Thierry and Hamilton.

Nays: 0

Chairman Brooks declared the motion carried unanimously.

The Commission adjourned to reconvene in the 2nd Floor Planning and Zoning Conference Room at 6:21 p.m.

VII. Discuss Notification Procedures

The Commission reconvened and Chairman Brooks stated the next item up for discussion.

Mr. Gore had discussed at the last P&Z Meeting about the required notifications per the Texas Local Government Code and Cedar Hill Zoning Ordinance as well as other ways to notify the public. Mr. Gore had suggested the Public Relations Manager come in and discuss with the Commission how the city uses social media and help come up with recommendations to boost public participation.

Corky Brown, Public Relations Manager indicated that getting citizens to come to meetings was a problem citywide. Other cities are facing the same challenges. He said unfortunately citizens typically don't attend city meetings unless they are directly impacted by an issue or are dissatisfied. He said Facebook and Twitter are the most popular social media the city uses and they are linked to the City's web page.

Commissioner Deeds asked if using more social media would be better.
