

MINUTES

PLANNING & ZONING COMMISSION REGULAR MEETING OF AUGUST 4, 2020

The Planning and Zoning Commission of the City of Lancaster, Texas, met in a Regular Session in the Council Chambers of City Hall on August 4, 2020 at 7:00 p.m. with a quorum present to-wit:

Commissioners Present:

Temika Whitfield, Vice Chair
Lawrence Prothro
Angela Murphy
Taryn Walker

Commissioners Absent:

Isabel Aguilar, Chair
Ernest Casey

City Staff:

Fabrice Kabona, Assistant City Manager
Vicki Coleman, Director of Development Services
Bester Mulyaradzi, Senior Planner
Emma Chetuya, Planner
Alexandra Schrader, Planning Technician

Call to order:

Vice Chair Whitfield called the meeting to order at 7:07 p.m. on August 4, 2020.

Public Testimony:

At this time citizens who have pre-registered before the call to order will be allowed to speak on consent or action items on the agenda, with the exception of public hearings, for a length of time not to exceed three minutes. Anyone desiring to speak on an item scheduled for a public hearing is requested to hold their comments until the public hearing on that item.

There were no speakers.

CONSENT AGENDA:

Vice Chair Whitfield read the consent agenda.

1. **Consider approval of minutes from the Planning and Zoning Commission Regular meeting held on July 7, 2020.**

MOTION: Commissioner Prothro made a motion, seconded by Commissioner Murphy to approve consent item 1. The vote was cast 4 for, 0 against. [Aguilar and Casey absent]

PUBLIC HEARING:

2. **PS20-14 Conduct a public hearing and consider a residential replat for Pecan Hollow Estates Addition, subdividing Lots 1-4 into six (6) lots; Lots 1-6 Block F on**

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1.29 acres. The properties are on the northeast corner of Lions Club Park Road and Stewart Street and are addressed as 413, 419, 425, and 431 Lions Club Park Road. The properties are described as Lots 1-4 Block F Pecan Hollow Estates Addition situated in the E. Bader Survey, Abstract No. 173, City of Lancaster, Dallas County, Texas.

Senior Planner Munyaradzi reported that this is a request for approval of a residential replat to subdivide four lots into six lots for single family home development. Access will be from Lions Club Park Road. There are water and sewer lines on Lions Club Park Road and Stewart Street. The plat is in substantial conformance with the Subdivision Regulations and the Engineering Division concurs with the approval of the replat. Staff recommends approval of the replat.

Vice Chair Whitfield opened the public hearing.

There were no speakers.

MOTION: Vice Chair Whitfield made a motion, seconded by Commissioner Prothro to close the public hearing. The vote was cast 4 for, 0 against. [Aguilar and Casey absent]

Commissioner Prothro clarified that the request was for six lots on 1.29 acres. Senior Planner Munyaradzi confirmed and stated that the zoning district permitted six units per acre.

Commissioner Prothro asked if the new lots will be able to accommodate the required square footage for homes. Senior Planner Munyaradzi stated that the request meets the Subdivision Ordinance and Engineering has reviewed the plat for compliance.

MOTION: Commissioner Prothro made a motion, seconded by Commissioner Murphy to approve item 2. The vote was cast 4 for, 0 against. [Aguilar and Casey absent]

- 3. M20-08 Conduct a public hearing and consider a recommendation to amend and update Chapter 4, Transportation [Bicycle and Pedestrian Enhancements (Hike & Bike Trails Master Plan)] of the Comprehensive Plan.**

Senior Planner Munyaradzi reported that this is a request to consider a recommendation to amend and update Chapter 4 of the Comprehensive Plan. In the 2018-2019 City Council Strategic Planning Session, City Council identified an objective to update the Hike & Bike Master Plan. The current Master Plan was adopted in 2006 and industry standards suggest that Master Plans be updated at a minimum of every 10 years. The adoption of the 2016 Comprehensive Plan update prioritized the need to update the Hike & Bike Master Plan to ensure alignment. In March 2018, Dunaway Associates was selected to update the current Hike & Bike Master Plan. Dunaway Associates will make a presentation to the Commission regarding the Hike & Bike Master Plan update for the Commission's consideration and recommendation to the City Council. Staff recommends approval of the amendments and update of the Hike & Bike Trails Master Plan.

Vice Chair Whitfield opened the public hearing.

Elizabeth McIlrath, Dunaway Associates, gave a presentation to the Commission.

There were no speakers.

MOTION: Commissioner Prothro made a motion, seconded by Commissioner Murphy to close the public hearing. The vote was cast 4 for, 0 against. [Aguilar and Casey absent]

MOTION: Commissioner Prothro made a motion, seconded by Commissioner Walker to approve item 3. The vote was cast 4 for, 0 against. [Aguilar and Casey absent]

ACTION

4. **HLPC20-04A Discuss and consider a Certificate of Appropriateness (COA) to upgrade parking lot materials, replace entry doors, and to install a new sign on the property located at 520 North Dallas Avenue, Lancaster, Dallas County, Texas.**

Planner Chetuya reported that this is a request for a Certificate of Appropriateness for the newly installed front entry doors, a new aluminum sign, and upgrade to the existing parking lot materials. The property is classified as a commercial structure and is located in the Historic Overlay District. The sign has no garish colors and is composed of metal material. The HLPC recommended that the sign be bricked at the base.

The applicant is requesting to upgrade the current parking lot material which consists of gravel, dirt and grass to install gravel throughout the parking lot. On June 23rd, 2020, the HLPC recommended approval of the request with the condition that the sign be bricked at the base. Staff concurs with the HLPC's recommendation.

Commissioner Prothro asked if the applicant was requesting gravel for the parking lot and if that was appropriate. Planner Chetuya confirmed and stated that gravel is an approved material in the Historic Overlay District.

MOTION: Commissioner Prothro made a motion, seconded by Commissioner Murphy to approve item 4. The vote was cast 4 for, 0 against. [Aguilar and Casey absent]

5. **HLPC20-04B Discuss and consider a Certificate of Appropriateness (COA) to replace windows on the property located at 520 N. Dallas Avenue, Lancaster, Dallas County, Texas.**

Planner Chetuya reported that this is a request to replace 27 existing glass windows on the subject property. The property is classified as a commercial structure and is located in the Historic Overlay District. On June 23rd, 2020, the HLPC recommended approval of the request with commercial aluminum or vinyl window material. Staff concurs with the HLPC recommendation.

MOTION: Commissioner Prothro made a motion, seconded by Commissioner Murphy to approve item 5. The vote was cast 4 for, 0 against. [Aguilar and Casey absent]

6. **HLPC20-05 Discuss and consider a Certificate of Appropriateness (COA) to replace a portion of existing wood fence on the property addressed as 329 South Dallas Avenue, Lancaster, Dallas County, Texas.**

Planner Chetuya reported that the applicant is proposing to replace 53 to 55 linear feet of fence from the back corner of the house to the front corner of the garage. The reason for the replacement request is that the current section of the wood fence is rotten and needs to be replaced. The current fence is made of wood and is 6 feet in height. The proposed fence will be consistent with the existing fence's material and height. The applicant will reuse the existing steel posts and plans to paint the fence a light gray color as this is the natural gray color cedar becomes as it ages. On June 23rd, 2020, the HLPC recommended approval of the request as presented. Staff concurs with the HLPC's recommendation.

MOTION: Commissioner Prothro made a motion, seconded by Commissioner Murphy to approve item 6. The vote was cast 4 for, 0 against. [Aguilar and Casey absent]

7. **HLPC20-06 Discuss and consider a Certificate of Appropriateness (COA) for an installed wood fence on the property addressed as 119 East 5th Street, Lancaster, Dallas County, Texas.**

Planner Chetuya reported that the applicant installed a 6 foot tall fence at the west and east sides of the property behind the front façade of the home without a Certificate of Appropriateness. The purpose of the fence is to provide privacy from neighbors and the applicant has indicated they might stain the fence a redwood color. On June 23rd, 2020, the HLPC recommended approval of the request with the condition that the fence be a redwood color if stained. Staff concurs with the HLPC's recommendation.

MOTION: Commissioner Prothro made a motion, seconded by Commissioner Murphy to approve item 7. The vote was cast 4 for, 0 against. [Aguilar and Casey absent]

8. **PS20-12 Discuss and consider a request for approval of a preliminary plat for Wintergreen Village Phase 1 (Lots 1 and 2) and Phase 2 (Lot 3), being three (3) lots on approximately 10.789 acres on the properties addressed as 1801, 1875, and 1901 West Wintergreen Road and located south of Anderson Farms Subdivision and north of Wintergreen Road. The properties are approximately 10.8 acres described as tracts of land situated in the W. Fleming Survey, Abstract No. 466, in the City of Lancaster, Dallas County, Texas.**

Senior Planner Munyaradzi reported that this is a request for preliminary plat approval of 2 lots zoned Single-Family Residential and 1 lot zoned Agricultural Open for a total of 3 lots. Primary access to the properties is provided by Wintergreen Road on the south side of the property. The

plat is in substantial conformance with the Subdivision Regulations and the Engineering Division concurs with the approval of the plat. Staff recommends approval of the plat as presented.

Commissioner Prothro asked about the zoning of the property. Senior Planner Munyaradzi stated that this property was previously proposed to have townhomes, but the current request is to plat the property. She stated that they are creating legal lots for the current single-family homes and making the agricultural area a platted lot that could possibly be subdivided in the future.

Vice Chair Whitfield asked if they are just platting for identification. Senior Planner Munyaradzi confirmed.

MOTION: Commissioner Prothro made a motion, seconded by Commissioner Murphy to approve item 8 as presented. The vote was cast 4 for, 0 against. [Aguilar and Casey absent]

MOTION: Commissioner Prothro made a motion, seconded by Commissioner Murphy to adjourn. The vote was cast 4 for, 0 against. [Aguilar and Casey absent]

The meeting was adjourned at 7:49 p.m.

ATTEST:



Bester Munyaradzi, Senior Planner

APPROVED:



Isabel Aguilar, Chair