



City of Farmers Branch

City Hall
13000 Wm. Dodson Pkwy
Farmers Branch, TX 75234

Meeting Minutes

Planning and Zoning Commission

Monday, June 27, 2016

7:00 PM

City Hall

Study Session Meeting to be held at 6:00 PM in Study Session Room

Hard copies of the full Planning and Zoning Commission agenda packet are accessible the Friday prior to every regularly scheduled meeting at the following locations:

- 1) Manske Library
- 2) City Hall

Additionally, the agenda packet is available for download from the City's web site at www.farmersbranchtx.gov. This download may be accessed from any computer with Internet access, including computers at the Manske Library and in the lobby of City Hall.

Any individual who wishes to speak on an agenda item should fill out a Registration Form for Appearance before the Planning and Zoning Commission (white card located in the back of the Council Chambers) and submit the completed card to City Administration member prior to the start of the meeting.

A. STUDY SESSION

Absent 2 - Commissioner David Honnoll, and Commissioner Jason O'Quinn

Present 7 - Commissioner Jamie Reed, Commissioner Sergio De Los Santos, Vice Chairman Charles Beck, Commissioner Bronson Blackson, Chairman Nancy Hardie, Commissioner Chris Brewer, and Commissioner Tim Yarbrough

Staff 4 - Andy Gillies Director of Community Services, Alexis Jackson Senior Planner, Andreea D. Udrea Planner II, and Kenecia Brown Administrative Assistant I

A.1 [TMP-1742](#) **Presentation of Westside Development.**

A.2 [TMP-1786](#) **Discuss regular agenda items.**

A.3 [TMP-1790](#) **Acknowledgment and award to commissioners Charles Beck and Jamie Reed for service in the Planning and Zoning Commission**

B. REGULAR AGENDA ITEMS

Chairperson Hardie calls the meeting to order at 7:00 pm.

B.1 [TMP-1785](#)

Consider approval of the Attendance Matrix for the Planning and Zoning Commission as presented and take appropriate action.

A motion was made by Commissioner Blackson, seconded by Commissioner Brewer, that this Attendance Matrix be approved. The motion carried by the following vote:

Aye: 7 - Commissioner Jamie Reed, Commissioner Sergio De Los Santos, Vice Chairman Chuck Beck, Commissioner Bronson Blackson, Chairman Hardie, Commissioner Chris Brewer and Commissioner Tim Yarbrough

B.2 [TMP-1787](#)

Consider approval of the June 13, 2016 Planning and Zoning Commission minutes and take appropriate action.

A motion was made by Commissioner Brewer, seconded by Commissioner Blackson, that the Minutes be approved. The motion carried by the following vote:

Aye: 7 - Commissioner Jamie Reed, Commissioner Sergio De Los Santos, Vice Chairman Chuck Beck, Commissioner Bronson Blackson, Chairman Hardie, Commissioner Chris Brewer and Commissioner Tim Yarbrough

C. PUBLIC HEARING

C.1 [16-SU-11](#)

Consider a request from Gysat ventures LLC (Escape This) for a Specific Use Permit for a commercial indoor amusement facility located at 4372 Spring Valley and take appropriate action.

Alexis Jackson, Planning Manager, gave a brief presentation stating that the property is located in the office complex located at 4300 Spring Valley Rd, approximately 1,300 ft. east of Midway Rd. Located within the Light Industrial zoning district which requires a specific use permit for any commercial amusement indoor facility. The site is bound by a mix of retail, commercial, and light industrial uses. The office complex includes a business center, which is composed of 3 existing 1-story masonry buildings that are divided into 14 suites. The applicant is proposing to operate an indoor gaming facility within Suite 4372 (approximately 3,000 sq. ft.). The applicant is requesting the use of 6 parking spaces reserved in front of the location. The business center contains 177 parking spaces that adequately meet the parking requirements. No additional parking is required. The applicant has no plans to install additional landscaping, but is proposing to install signage. 10 zoning notification letters were mailed to the surrounding properties; no letters of opposition were received.

The concept of the gaming facility is designed to build a participant’s detective skills by completing a series of puzzles. Once the series is complete the participants are moved from Room A into Room B to complete the final series of puzzles. The proposed site plan includes 7 rooms (4 games rooms that are approximately .275 sq. ft. to 500 sq. ft. each), a reception area, control room, waiting area, and break room. The facility will be staffed by 12 employees that will manage the facility in shifts. The facility will operate by appointment only on Monday - Thursday to accommodate corporate partners for team building activities and on Friday -

Sunday for public use.

Mr. Johnathon Heath (1912 Longhorn Trail, Grapevine, TX 76051) approached the podium and gave a brief presentation on the business concept, creative details, and operations.

Commissioner Yarbrough asked if the business was currently in operation. Mr. Heath stated that the business was currently operating at 4300 Spring Valley Rd. Suite 4372, noting that he was previously unaware of City zoning requirements and is requesting a permit to continue operating his facility.

Commissioner De Los Santos asked if the doorways were the only modifications being made to the existing floor plan. Mr. Heath stated that only 55 in. x 35 in. doorways have been made between the walls of adjacent rooms to create the expanded puzzle game areas. Mr. Heath stated that each doorway has been cleaned and painted, and would be separated by an armoire.

Chairperson Hardie asked if staff recommended that the applicant suspend operations until the specific use permit request was approved. Mrs. Jackson stated that Mr. Gillies, Community Services Director advised that the applicant could continue business operations throughout the permit approval process.

Chairperson Hardie asked if anyone from the public audience had questions or comments regarding this case; there being none, Chairperson Hardie closed the public hearing and asked the Commissioner to make a motion.

A motion was made by Commissioner Blackson, seconded by Commissioner Yarbrough, that this Specific Use Permit be recommended for approval. The motion carried by the following vote:

Aye: 7 - Commissioner Jamie Reed, Commissioner Sergio De Los Santos, Vice Chairman Chuck Beck, Commissioner Bronson Blackson, Chairman Hardie, Commissioner Chris Brewer and Commissioner Tim Yarbrough

C.2 [16-SU-13](#)

Consider a request from Parish Episcopal School for a Specific Use Permit (SUP) for an addition of a Multipurpose Activity Center, Performance Hall/Center and Soccer Field at their existing private school located at 4101 Sigma Road and take appropriate action.

Andreea Udrea, Planner II, gave a brief presentation stating that the existing 4.5 acre site is located west of Midway Rd. and south of Spring Valley Rd. The site is located in PD-64, which requires a specific use permit for any school related uses, and is surrounded by residential and commercial uses. In March 2001 a specific use permit and an associated site plan were approved for Parish School to begin building renovations. In 2003 and 2006 the City Council approved two specific use permits with amendments to allow modifications to the athletic facility. In 2005, 2009, 2010, and 2016 proposed site plan modifications, of which most recently included a development area for a future gymnasium, were also approved. Parish School opened in August 2002 and teaches students in grades 3-12, as of August 2006. The school currently accommodates 900 students and 193 faculty and staff.

The campus includes a main building (409,000 sq. ft.) with classrooms, offices, a cafeteria (322 sq. ft.), an outdoor chapel, exterior sport complex with a locker room, football field, baseball field, softball field, and outdoor playground areas. The building coverage will remain within the limits as defined by PD-64.

The current proposed site plan includes an indoor multipurpose activity center, a 20,000 sq. ft. gymnasium, a 41,000 sq. ft. indoor performance center, and temporary outdoor practice soccer fields located between Sigma and Midway Rd. With these additions minor modifications will be made to include the redesign of the fire lane near the semi-open interior courtyard, landscape improvements on the east side of the building, and a new pedestrian crosswalk with a flashing light that connects the temporary soccer fields and main school building via Sigma Rd.

The proposed 1-story gymnasium (34 ft. in height) will be accessible from the main building on three sides and opens to a semi-open courtyard area on the south side of the building. The proposed floor plan includes restrooms and other support spaces and bleachers that accommodates a maximum of 800 seats. The 4-story performance hall (30 - 65 ft. in height) will have a dedicated main lobby and will connect through a hallway to the main lobby of the existing building. The conceptual floor plan includes a main theater that spans over 3 levels and accommodates a maximum of 612 seats, a smaller 1-story theater on the first floor, and a film screening room on the second floor. The maximum occupancy of the performance center will be 870 seats and will include dressing rooms, offices, restrooms, rehearsal studios, and storage rooms. The proposed site plan for the temporary outdoor soccer fields was approved administratively in early 2016. The soccer fields (355 ft. x 170 ft.) will be enclosed by 8 ft. high chain-link fencing, 16 ft. high soccer nets, and two lines of dense landscaping. The existing building is an articulation of masonry walls with concrete tilt walls on the gymnasium that will be painted to match the existing building. Proposed accent materials include wood panels, glazing stripes, and metal canopies along the eastern, and most visible, elevation. The proposed landscape plan includes the addition of 14 new trees, shrubbery, and ground covers as improvements on the eastern side of the building near the performance hall.

The applicant is proposing to install three wall signs on the building. The southern side of the building will contain two wall signs: a 16 ft. x 41 ft. recess letter sign and a 30 ft. x 18 ft. sports logo to be painted on the building. The eastern side of the building near the performance hall will include the school logo (18 ft. x 15 ft.). In 2006, along with the specific use permit that was approved by the City Council, Parish School submitted a parking study that proposed a parking ratio that was specifically adjusted to the needs of the school. The parking study stated that the minimum total number of parking spaces to be based on the maximum football stadium seating capacity, this being the largest place of assembly. The proposed parking ratio was 1 space per 3.5 seats. Currently the school has installed 743 parking spaces which are distributed among 4 parking lots around the school. The school has also designated a future parking lot for an addition of 188 parking spaces. Considering the current operations and parking needs of the school, Staff supports the proposed parking ratio.

The City is currently updating the East Side Comprehensive Plan which is designed with intent to enable the transformation of certain portions of the existing Industrial areas within the East Side of the City. The plan also hopes to infuse a more urban character and a better mix of uses along Midway and into the more Industrial area. Parish School is located at the border of this area. Staff supports this transition and fit for the future vision of the East Side of the City.

All of the new proposed additions to the school campus will support the existing programs that have outgrown their current spaces. With these additions there will be no increase in the number of students or faculty as they are designed to service the existing current need. The multipurpose activity center, indoor gymnasium, and performance center will be used Monday - Friday from 6 am - 9 pm, Saturday from 8 am - 6 pm, and Sunday from 12 pm - 6 pm. The soccer fields will be used from Monday - Friday from 8 am to sunset. There is no additional lighting installed at the soccer fields. 80 notification letters were mailed to surrounding properties within 200 ft. of the site; no letters of opposition were received.

Chairperson Hardie asked if the applicant desired to make a presentation. The applicant declined, noting that they would answer any questions from the Commissioners.

Commissioner Yarbrough asked for the total number of employees and students that reside in the Farmers Branch city limits. Mr. Mark Kirkpatrick (1806 Southcrest, Carrollton, TX) Chief Financial Officer of Parish School stated that the school organized the information by zip code; however it was not on-hand and would be submitted to the Commission as soon as possible following the meeting.

Commissioner Blackson stated that the proposed facility is well designed, noting that the school would be a considered as a best use of the proposed site. Mr. Kirkpatrick agreed, stating that the school intends to preserve the spirit of the existing main building with the addition of the proposed facility.

Vice Chairman Beck stated that the existing Parish campus is well developed and the proposed facility will be an enhancement to the school. Mr. Kirkpatrick stated that the school seeks to be a positive corporate citizen with the City staff and Police Department.

Commissioner Blackson asked about the current budget and construction schedule for the project. Mr. Kirkpatrick stated that the gymnasium has been fully funded and will be constructed in Phase I. Mr. Kirkpatrick stated that Phase II will include the theater venue, however the Board requires that 100% of the cost to be raised through contributions and at least 50% of those pledges must be collected before construction can begin.

Commissioner Reed asked about the building materials. Mr. Ed Copeland (921 N. Riverfront, Dallas, TX), school representative, stated that several materials were considered for the building, noting that a masonry wall unit was selected.

Commissioner De Los Santos asked if the proposed modifications will remain in compliance with the parking requirements specified in the 2006 parking study. Mr. Copeland stated that the school will remain in compliance, noting that the school is not currently adding students or faculty at this time. Commissioner De Los Santos asked about the size of the storage area and its uses. Mr. Copeland stated that the storage area is being considered for use as a band room as it will also support other uses for the gym.

Commissioner Brewer asked for details about the parking ratio. Mrs. Udrea stated that in 2006 when the parking study was approved the specific use permit required 864 parking spaces based on the parking study. The school installed 743 parking spaces with a future parking lot for 188 which totals 931 parking spaces on the campus. From 2006 until 2016 the school operated with 743 parking spaces.

Chairperson Hardie asked if anyone from the public audience had questions or comments regarding this case; there being none, Chairperson Hardie closed the public hearing and asked the Commissioner to make a motion.

A motion was made by Commissioner De Los Santos, seconded by Commissioner Blackson, that this Specific Use Permit be recommended for approval. The motion carried by the following vote:

Aye: 7 - Commissioner Jamie Reed, Commissioner Sergio De Los Santos, Vice Chairman Chuck Beck, Commissioner Bronson Blackson, Chairman Hardie, Commissioner Chris Brewer and Commissioner Tim Yarbrough

D. ADJOURNMENT

Chairperson Hardie announces the departure of Vice Chairman Beck and Commissioner Reed and acknowledges their dedication and service as members of the Planning & Zoning Commission.

A motion was made by Vice Chairman Beck, seconded by Commissioner De Los Santos, that this meeting be adjourned at 7:45 pm. The motion carried by the following vote:

Aye: 7 - Commissioner Jamie Reed, Commissioner Sergio De Los Santos, Vice Chairman Chuck Beck, Commissioner Bronson Blackson, Chairman Hardie, Commissioner Chris Brewer and Commissioner Tim Yarbrough

Farmers Branch City Hall is wheelchair accessible. Access to the building and special parking are available at the main entrance facing William Dodson Parkway. Persons with disabilities planning to attend this meeting who are deaf, hearing impaired or who may need auxiliary aids such as sign interpreters or large print, are requested to contact the City Secretary at (972) 919-2503 at least 72 hours prior to the meeting.

Certification

I certify that the above notice of this meeting was posted at least 72 hours prior to the scheduled meeting time, in accordance with the Open Meetings Act, on the bulletin board at City Hall.

Approved to Post: _____
City Secretary

Stamp:

Posted By: Kenecia Brown

Date Posted: _____



Chairperson



City Administration