

**MINUTES OF THE REGULAR MEETING  
OF THE PLANNING AND ZONING COMMISSION  
OF THE CITY OF ROWLETT, TEXAS, HELD IN THE MUNICIPAL CENTER  
4000 MAIN STREET, AT 7:00 P.M., JULY 9, 2013**

**PRESENT:** Chairman Rick Sheffield, Vice-Chairman Greg Landry, Commissioners Michael Lucas, and Rosalind Jeffers

**ALSO PRESENT:** Alternates Jonas Tune (voting member), Ronald Meyer (voting member), and Tina Dorenbecker (voting member)

**ABSENT:** Commissioners Gregory Peebles and Karl Crawley

**STAFF PRESENT:** Senior Planner Arti Harchekar, Interim Consulting Planner Shad Comeaux, Deputy City Secretary Stacey Chadwick, and Development Services Technician Denise Gomez

**A. CALL TO ORDER**

---

Chairman Rick Sheffield called the meeting to order at 7:01 p.m.

**B. CONSENT AGENDA**

---

**1. Minutes of the Regular Meeting of June 25, 2013.**

Vice-Chairman Greg Landry made a motion to approve the Consent Agenda. Commissioner Michael Lucas seconded the motion. The item passed with a 7-0 vote.

**C. ITEMS FOR INDIVIDUAL CONSIDERATION**

---

**1. Consider approval for a Site Plan for a 6,389 ± square foot Dunkin' Donuts drive-thru and Retail Space as required by PD 12-16-03D. The subject property is located on the north side of Lakeview Parkway (S.H. 66), 293± feet east of Dexham Road, being a 0.990 acre parcel, further described as Lot 3R, Block A of the Home Depot Addition to the City of Rowlett, Dallas County, Texas. (DP13-667)**

Shad Comeaux, Interim Planner, came forward to present the case. Mr. Comeaux stated that the subject property is located just north of Lakeview Parkway south of the Home Depot and approximately 300 ft east of Dexham Rd. He stated that the applicant, Double Eagle Properties submitted development plans for a Dunkin' Donuts drive-thru and future retail space. He also stated that the proposed location is zoned under a planned development, PD 12-16-03D, which established a base zoning district of General Commercial/Retail (C-2). He stated that following staff review from Public Works, Planning, Building Inspections, and the Fire Marshal's office the site plan is considered substantially conforming. Mr. Comeaux showed a slide of the site plan and stated that it was just under an acre. He also stated that Dunkin Donuts would occupy approximately 2,400 sq. ft. of the space and the remaining retail space would be close to 4,000 sq. ft. He stated that there are 38 parking spaces on the site and that there are 28 shared parking spaces with Home Depot. Mr. Comeaux showed a few photos of the site and stated that the site plan for a building of this size is not typically reviewed by the Planning and Zoning Commission, but according to PD 12-16-03D, Final Site Plan approval by the Planning and Zoning Commission is required for each lot prior to issuance of a building permit. Mr. Comeaux

**MINUTES OF THE REGULAR MEETING  
OF THE PLANNING AND ZONING COMMISSION  
OF THE CITY OF ROWLETT, TEXAS, HELD IN THE MUNICIPAL CENTER  
4000 MAIN STREET, AT 7:00 P.M., JULY 9, 2013**

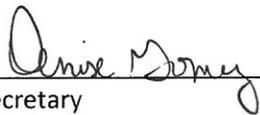
stated that the site plan is in conformance as it relates to commercial development. He then stated that the landscape and façade plans are also in conformance and that they would be approved administratively after site plan has been approved. Mr. Comeaux cited that PD 12-16-03D "shall be governed by all applicable regulations in the C-2 Zoning District as regulated by the Rowlett Development Code." He said that the applicant will be required to submit detailed civil engineering plans, a replat, and building plans for review and approval prior to the issuance of a building permit. He stated that based on compatibility with PD 12-16-03D and the C-2 Zoning District, and meeting the intent of the RDC, staff recommends the Planning and Zoning Commission approve the final site plan with the condition that the applicant adds a notation denoting "cross access easements" prior to providing the final copy to the City for its records. Mr. Comeaux then asked for questions from the Commission. Chairman Rick Sheffield opened the floor for questions from the commission to staff. Vice-Chairman Greg Landry questioned Mr. Comeaux about a notation that the site provides 39 parking spaces. He wanted to know if those parking spaces were sufficient for the two uses stated on the plans. He also pointed out that there were 25 parking spaces that are noted to be shared with the Home Depot parking lot. He wanted to know if that would take away from the Home Depot's required parking. Mr. Comeaux addressed the questions by stating that the shared parking would not take away from the Home Depot's required parking and that the 39 parking spaces do meet the requirement for the Dunkin Donuts. He stated that the 25 shared parking spaces are just "overflow" for both businesses. Vice-Chairman Landry also asked when the site plan was submitted. Mr. Comeaux stated that it was submitted mid-June. Mr. Comeaux also stated that the plans were submitted with enough time to bring the plan before the Planning & Zoning Commission for this particular meeting. Mr. Comeaux stated that staff did give some comments to the applicant and the applicant did follow up in a timely manner to the staff comments. Mr. Comeaux stated that the only thing that was required by staff not shown on the plan was the "cross access easements" notation and it will be included on the final copy and required re-plat. Vice-Chairman Landry stated that he understands that the Commission is basically approving the "thought" of the site plan, but that he doesn't like approving something that doesn't have all of the details shown on the submittal, particularly the easement across the property to the other site that has no access. He questioned Mr. Comeaux if this issue was ever discussed prior to this submittal. Mr. Comeaux's response was that the cross access easement will be where the fire lane is currently and that at the front of the property just north of Lakeview Parkway there will be a stub out going to the west property. Chairman Sheffield questioned Mr. Comeaux if the cross access easement agreements are already in place or if they are just denoting where they will be for future use when the neighbors come in. Mr. Comeaux stated that the one agreement that is in place is where the bank is. Chairman Sheffield asked the Commission if there were any other questions. There were none, so he thanked Mr. Comeaux. Chairman Sheffield then asked the Commission if there was any discussion or comments. There was none and so he stated that the Chair would entertain a motion. A motion to approve was made by Commissioner Lucas with the condition that the easement be included in the final copy of the Site plan to be recorded in the City's files. The motion was seconded by Commissioner Landry. The motion was passed with a 7-0 vote.

**D. ADJOURNMENT**

---

**Chairman Sheffield adjourned the meeting at 7:09 P.M.**

  
\_\_\_\_\_  
Chairman

  
\_\_\_\_\_  
Secretary