

**MINUTES OF THE REGULAR MEETING
OF THE PLANNING & ZONING COMMISSION
OF THE CITY OF ROWLETT, TEXAS, HELD IN THE MUNICIPAL CENTER
4000 MAIN STREET, AT 7:00 P.M., APRIL 8, 2014**

PRESENT: Chairman Rick Sheffield, Vice-Chairman Greg Landry, Commissioners Gregory Peebles, Karl Crawley, Clayton Farrow, Michael Lucas, Jonas Tune,

ALSO PRESENT: Alternates Gabriela Borcoman, James Moseley

ABSENT: Alternate Thomas Newsom

STAFF PRESENT: Director of Development Services Marc Kurbansade, Senior Planner Erin Jones, City Attorney David Berman, Urban Designer Daniel Acevedo, Principal Planner Garrett Langford, Development Services Technician Lola Isom

A. CALL TO ORDER

Chairman Rick Sheffield called the meeting to order at 7:00 p.m.

B. CONSENT AGENDA

1. Minutes of the Regular Meeting of March 25, 2014.

Commissioner Crawley requested that Item B.1. be pulled from the consent agenda to be voted on individually due to an error regarding the vote results.

2. Consider and take action on a Final Plat request for Phase II of the Springfield Commons Addition, located at 5700 Lotus Drive and being a Replat of Lot 1, Block F, of the Springfield Common Phase 1 Addition to the City of Rowlett, Dallas County, Texas. (RP14-703).

Vice-Chairman Landry made a motion to approve Consent Agenda Item B.2. Commissioner Crawley seconded the motion. Consent agenda item B.2. passed with a 7-0 vote.

C. ITEMS FOR INDIVIDUAL CONSIDERATION

B.1. Minutes of the Regular Meeting of March 25, 2014.

Commissioner Crawley made a motion to approve the minutes with a change on Item C.1. to be made to reflect the vote results; the commission voted to recommend denial, not approval. Vice-Chairman Landry seconded the motion. The item passed 6-0-1. Commissioner Peebles abstained since he was not present for the meeting.

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- 1. Conduct a public hearing and make a recommendation on amendments to the Comprehensive Plan specifically as it relates to the addition of subarea plans, supplemental information, and textual changes to the North Shore (Area A) and to the Center for Commercial + Industry (Area B-1) areas.**

Erin Jones, Senior Planner, came forward to present the case. She introduced the consultant team and gave a brief agenda of the items coming forward during this meeting since they are all related. Ms. Jones gave a brief history of the Realize Rowlett 2020 Comprehensive Plan. She presented a map of the overall North Shore study area. She summarized the meeting schedule that was held with the advisory committee, property owners, adjacent property owners, and Joint Planning & Zoning/City Council meetings. Ms. Jones summarized the comprehensive plan amendments. She began by presenting the North Shore North Sub Area Plan and Illustrative Master Plan. She, then, presented the North Shore South Sub Area Plan and Illustrative Master Plan. Lastly, she presented the Center for Commerce & Industry Sub Area Plan and Illustrative Master Plan.

Chairman Rick Sheffield opened the public hearing.

No speakers came forward.

Chairman Rick Sheffield closed the public hearing.

Vice-Chairman Landry made a motion to recommend approval of this item. Commissioner Crawley seconded the motion. The item passed 7-0.

- 2. Conduct a public hearing and make a recommendation on amendments to the Rowlett Code of Ordinances and the Form Based Code to establish three new zone classifications to be known as the Rural Neighborhood District, Urban Neighborhood District, and Commercial Center District, which shall be governed by the Form Based Code containing new or amended procedural requirements, standards for site design, and regulations affecting building form, building design, street design, setback, parking, signage, landscaping and permitted uses.**

Erin Jones came forward to introduce the case. She summarized the Rowlett Development Code amendments. She stated that the proposal is to establish three new Form Based District classifications: Rural Neighborhood District, Urban Neighborhood District, and Commercial Center District. She also stated that the proposal is to establish two new building types: Flex-Employment and Rural Estate.

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Arti Harchekar, Urban Design Consultant with Townscape and former City of Rowlett Urban Designer, came forward to present the case. She clarified the current and proposed additional Form Based Code Districts and summarized the proposed additional building types. Ms. Harchekar briefed the proposed text amendments to Article I General Provisions. Ms. Jones clarified the proposed changes to 1.7.3. regarding creating a PID. Ms. Jones and Ms. Harchekar further clarified the proposed change to 1.4.2.

There was discussion amongst the commission regarding 1.4.2.

Ms. Harchekar summarized the proposed restructure of the FBC. She summarized the proposed Rural Neighborhood and Urban Neighborhood standards.

There was discussion amongst the commission regarding MMD's, sight triangles, and stop sign standards.

Ms. Harchekar summarized the proposed Commercial Center standards.

There was discussion amongst the commission regarding Commercial Center density and how the Urban Design Officer would define the "significant amount of" of open space to increase the height. Ms. Jones stated that this would be evaluated on a case-by-case basis.

There was further discussion amongst the commission regarding density requirements, resources to emergency personnel, Mixed-Residential building type, and regulation to only occupy 25% of land area or building square footage, regulating plan requirements, and the 10% flex space requirement of Mixed-Residential.

Ms. Harchekar discussed the Tree Mitigation Standards for Form Based Code Districts. She clarified the Rural Neighborhood Tree Mitigation Standards. She summarized the parking requirements for new development within the districts. Ms. Harchekar summarized the minor FBC text revision that was made since the Planning & Zoning Commission packet had been published.

Commissioner Crawley asked for the definition of a "utility facility (minor)." Ms. Jones researched the inquiry and defined as stated in the code. She stated that it is defined as "a service that is necessary to support development within the immediate vicinity and that involves only minor structures. Employees typically are not located at the site. Examples include, but are not limited to: electric transformer stations, gas regulator stations, telephone exchange buildings, and well water and sewer pumping stations.

There was further discussion amongst the commission regarding the numbering and a blank photo that was present in the code portion of the packet.

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Chairman Sheffield opened the public hearing.

No speakers came forward.

Chairman Sheffield closed the public hearing.

There was further discussion amongst the commission regarding site standards.

Vice-Chairman Landry made a motion to recommend approval of this item with changes as read into the record by Ms. Jones (the 25 acre minimum may be too small; consider a Major Warrant, keep consistency throughout for MMD regulations, change the site triangle back to 8', review the density discussion, re-add Rural Neighborhood Tree Mitigation Standards, and the code will be renumbered and the blank photo removed before taken to City Council). Commissioner Lucas seconded the motion. The item passed 7-0.

- 3. Conduct a public hearing and make a recommendation on a rezoning request for the area identified in the Realize Rowlett 2020 Comprehensive Plan as The Center of Commerce and Industry to the Commercial Center and Urban Village Districts. The property is generally located west of Muddy Creek, east of the President George Bush Turnpike, is bounded to the north by the City Limit Line and south by Lake Ray Hubbard, and is approximately 415.63 ± acres.**

Erin Jones came forward and recapped the items on the agenda. She mentioned that the Master Thoroughfare Plan will have to be amended to reflect any approved changes. She provided the Zoning Exhibit and Regulating Plan for the Center of Commerce & Industry.

Arti Harchekar came forward to present the case. She reiterated the allowed building types and presented a map of the Special Requirements. Ms. Harchekar provided a visual of the transition with buffer.

Ms. Harchekar provided clarification for Chairman Sheffield regarding the difference between the RDC and setback requirements in the Euclidian Ordinance. She specified that it is critical for buildings to hold a "build to zone" in Form Based Code areas because it provides the right public realm and privacy for adjacent homes. She provided a visual on street types, street cross sections, and a diagram for open space.

She stated that 49 public hearing notices were sent, but none were returned.

Chairman Sheffield opened the public hearing.

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The following speaker came forward:

**Christina Johnson
3809 Castle Drive**

Ms. Johnson came forward, but didn't realize that this item was not in the area of residence. Ms. Jones advised her to speak at the later item that will directly affect her residence.

Chairman Sheffield closed the public hearing.

Commissioner Peebles made a motion to recommend approval of this item. Commissioner Farrow seconded the motion. The item passed 7-0.

- 4. Conduct a public hearing and make a recommendation on a rezoning request for a portion of the area identified in the Realize Rowlett 2020 Comprehensive Plan as North Shore (further described as North Shore North) to the New Neighborhood, Urban Neighborhood, Urban Village, and Rural Neighborhood Districts. The property is generally located west of the President George Bush Turnpike, west of Hickox Road, east of the Castle Hills Estate and Ravens Nest subdivision, and bounded by the City Limits Line, and is approximately 552.19 ± acres.**

Erin Jones came forward and provided the North Shore North Zoning Exhibit.

Arti Harchekar came forward to present the case. She provided a zoning description and exhibit for North Shore North. She presented the Regulating Plan and recapped the building types. Ms. Harchekar provided diagrams showing the transitions and Special Requirements. She provided diagrams on street types, open space, and trails.

Erin Jones clarified for Commissioner Peebles that the NTTA development is in the Rural Neighborhood District because a base zoning must remain in effect.

Ms. Harchekar stated that 101 public hearing notices were sent; four were received in favor and none were received in opposition.

Chairman Sheffield opened the public hearing.

The following speaker came forward:

**Tom Banks
3909 Castle Drive**

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Mr. Banks had inquiries regarding trees, infrastructure, and the sound abatement walls when PGBT was erected. Ms. Jones clarified that the Rural Neighborhood District is immediately adjacent to his property. Mr. Banks expressed concern regarding the fact that he did not receive notification for the Harmony Hills development. Ms. Jones clarified that the Harmony Hills development was not up for rezoning consideration at this particular meeting because it was approved approximately six months ago by City Council and the Planned Development was approved back in 2002. He was not in support of this proposed item.

Chairman Sheffield closed the public hearing.

Commissioner Crawley made a motion to recommend approval of this item. Commissioner Tune seconded the motion. The item passed 7-0.

5. **Conduct a public hearing and consider an ordinance rezoning portion of the area identified in the Realize Rowlett 2020 Comprehensive Plan as North Shore (further described as North Shore South) to the Urban Neighborhood, Urban Village, Rural Neighborhood, and Commercial Center Districts. The property is generally located west of the President George Bush Turnpike, east of Hickox Road, northeast of the Chandler Park 4, Rowlett Ranch Estate, and Rowlett Ranch Estates 2 subdivisions, and is approximately 533.56 ± acres.**

Erin Jones came forward and presented the North Shore South Zoning Exhibit.

Ms. Harchekar came forward to present the case. She provided a zoning description and exhibit. She presented the Regulating Plan and recapped the building types. She provided diagrams on transitions, Special Requirements, street types, open space, and trails.

Ms. Harchekar stated that 90 public hearing notices were sent out; one was received in favor and one was received in opposition due to infrastructure support concerns.

Chairman Sheffield opened the public hearing.

The following speakers came forward:

**James Wilson
3401 Larkin Lane**

Mr. Wilson expressed that he did not receive a notification and was concerned that few responses were received.

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Ms. Jones stated that the property owner meetings that were held probably contributed to the minimal responses because their concerns were heard and addressed during the meetings. She also clarified that the 200' mailing radius only encompassed half of Larkin Lane, so that could be possibly be a reason for a notification not being received. She apologized for the lack of notification for his property.

**Janice Manberton
3205 Larkin Lane**

Ms. Manberton expressed her appreciation to the City of Rowlett staff for holding the property owner meetings. She inquired about the time frame for development. Ms. Jones stated that development is still predicted to be several years away according to the market analysis that was performed.

Chairman Sheffield closed the public hearing.

Vice-Chairman Landry made a motion to recommend approval of this item. Commissioner Crawley seconded the motion. The item passed 7-0.

D. ADJOURNMENT

Chairman Sheffield adjourned the meeting at 9:03 p.m.



Chairman



Secretary