



**AGENDA
CITY OF ALLEN
PLANNING AND ZONING COMMISSION
REGULAR MEETING
TUESDAY, JUNE 3, 2014 – 7:00 P.M.
CITY COUNCIL CHAMBERS
ALLEN CITY HALL
305 CENTURY PARKWAY
ALLEN, TEXAS 75013**

Call to Order and Announce a Quorum is Present

Pledge of Allegiance

Directors Report

1. Action taken on the Planning & Zoning Commission items by City Council at the May 27, 2014 regular meeting.

Consent Agenda *(Routine P&Z business. Consent Agenda is approved by a single majority vote. Items may be removed for open discussion by a request from a Commission member or member of staff.)*

2. Approve minutes from the regular meeting May 20, 2014.
3. Final Plat – Consider a Final Plat for Lot 1, Block A, Radha Addition, being 3.403± acres located north of Bossy Boots Drive and east of Watters Road. (FP-5/5/14-28) [Radha Addition]

Regular Agenda

4. Replat/Public Hearing – Conduct a public hearing and consider a request for a Replat for Lot 2R, Block A, Allen Community Baptist Church Addition. The property is 3.0 ± acres located north of Chaparral Road and east of Jupiter Road. (FP-4/30/14-26) [Allen Community Baptist Church]

Discussion Item

5. Discussion of Board Evaluation to Provide Feedback to the Council Nominating Committee

Executive Session *(As needed)*

As authorized by Section 551.071(2) of the Texas Government Code, this meeting may be convened into closed Executive Session for the purpose of seeking confidential legal advice from the City Attorney on any agenda item listed herein.

Adjournment

This notice was posted at Allen City Hall, 305 Century Parkway, Allen, Texas, at a place convenient and readily accessible to the public at all times. Said notice was posted on Friday, May 30, 2014, at 5:00 p.m.

Shelley B. George, City Secretary

Allen City Hall is wheelchair accessible. Access to the building and special parking are available at the entrance facing Century Parkway. Requests for sign interpreters or special services must be received forty-eight (48) hours prior to the meeting time by calling the City Secretary at 214-509-4105.

Director's Report from 5/27/2014 City Council Meeting

- A request to adopt an Ordinance for a Specific Use Permit (SUP) for a Restaurant (Drive-in or through) Use on Lot 5, Block A, Wal-Mart Supercenter, City of Allen, Collin County, Texas; located west of US75/Central Expressway and north of Exchange Parkway (and commonly known as 790 W. Exchange Parkway) for Allen Exchange was approved.



**PLANNING AND ZONING
COMMISSION**

**Regular Meeting
May 20, 2014**

ATTENDANCE:

Commissioners Present:

Jeff Cocking, Chair
Shirley Mangrum, 1st Vice Chair
Ben Trahan, 2nd Vice Chair
Barbara McNutt
John Ogrizovich
Michael Orr
Stephen Platt, Jr.

Absent:

None

City Staff Present:

Ogden "Bo" Bass, AICP, Director of Community Development
Shawn Poe, PE, Assistant Director of Engineering
Tiffany McLeod, Senior Planner
Patrick Blaydes, Planner
Madhuri Kulkarni, Planner
Kevin Laughlin, City Attorney

Call to Order and Announce a Quorum is Present:

With a quorum of the Commissioners present, Chairman Cocking called the meeting to order at 7:00 p.m. in the City Hall Council Chambers Room at Allen City Hall, 305 Century Parkway.

Director's Report

1. Action taken on the Planning & Zoning Commission items by City Council at the May 13, 2014 regular meeting attached.

Consent Agenda

2. Approve minutes from the May 6, 2014 regular meeting.
3. Capital Improvement Program (CIP) Status Report.

Motion: **Upon a motion by Commissioner Platt, and a second by Commissioner McNutt, the Commission voted 7 IN FAVOR, and 0 OPPOSED to approve the Consent Agenda.**

The motion carried.

Regular Agenda

4. Public Hearing/Replat – Conduct a Public Hearing and consider a request for a Replat for Lot 1R, Block 1, Cottonwood Creek Village Shopping Center No. 3, being a Replat of Lot 1, Block 1, Cottonwood Creek Village Shopping Center No. 3, being 0.574± acres, City of Allen, Collin County, Texas; located north of Main Street and west of Greenville Avenue (and commonly known as 123 N. Greenville Avenue). (FP-4/17/14-22) [Cottonwood Creek Village Shopping Center No. 3]

Ms. Tiffany McLeod, Senior Planner, presented to the Commission. The property is generally located north of Main Street and west of Greenville Avenue, and zoned Shopping Center (SC). The surrounding properties are also zoned Shopping Center (SC). She stated that this site had a former gas station, which has now been demolished. In November 2013, a Specific Use Permit for a minor automotive repair for Midas was considered and approved by City Council. A site plan has recently been approved by Staff, and the Replat is the last step.

The Replat is a little over half an acre and includes three access points; one access point on Greenville Avenue and access points on both the northeastern and southeastern ends of the site. About five feet of right-of-way is dedicated along Greenville Avenue and various easements are also shown on the plat.

The Replat has gone through the Technical Review Committee, meets the standards of the Allen Land Development Code (ALDC), and staff recommends approval.

Chairman Cocking opened the Public Hearing. With no one wishing to speak, the Public Hearing was closed.

Motion: **Upon a motion by Commissioner McNutt, and a second by Commissioner Orr, the Commission voted 7 IN FAVOR, and 0 OPPOSED to approve the Replat for Lot 1R, Block 1, Cottonwood Creek Village Shopping Center No. 3.**

The motion carried.

5. Combination Plat – Consider a Combination Plat for Lot 2B, Block 7, Whisenant J. M. Addition, being 0.349± acres in the W.M. Perrin Survey, Abstract No. 708, City of Allen, Texas; located at the southwest corner of Main Street and Anna Drive. (FP-5/6/14-29) [Whisenant J.M. Addition]

Ms. Tiffany McLeod, Senior Planner, presented to the Commission. The subject property is located on the southwest corner of Main Street and Alma Drive, and zoned Central Business District (CBD). The surrounding zoning is also Central Business District (CBD).

There was an existing house on the property that has recently been demolished. A Site Plan has been approved for a medical office use at this location. The final step in the development process is to plat the property.

This is a Combination Plat for approximately 0.35 acres. There is one (1) access point for the site on Anna Drive. There is also a cross-access easement in place for when the properties to the west develop. Various easements as well as a right-of-way dedication along Main Street have been provided.

This Combination Plat meets the requirements for both a Preliminary Plat and Final Plat.

The Combination Plat has been reviewed by the Technical Review Committee, is consistent with the standards of the Allen Land Development Code (ALDC), and staff recommends approval.

Motion: **Upon a motion by 2nd Vice-Chair Trahan, and a second by Commissioner Ogrizovich, the Commission voted 7 IN FAVOR, and 0 OPPOSED to approve the Combination Plat for Whisenant J.M. Addition.**

The motion carried.

6. Tabled Item/Alternative Screening Request – Consider a request to approve an alternative screening for McDermott Business Park, Lots 2, 4 and 5, Block A, for McDermott Business Park pursuant to ALDC §7.07.4. The property is located south of McDermott Drive and east of Butler Drive. [McDermott Business Park]

Mr. Patrick Blaydes, Planner, presented to the Commission. This agenda item was tabled from the May 6th Planning and Zoning Commission meeting. It is a request for an alternative screening material located east of Central Expressway, between Greenville Avenue and Century Drive. The subject property is zoned CBD, Central Business District, and the zoning is CBD to the north, east, and west. To the south is an R-3, Single Family Residential District zoning. Since the May 6th meeting, the applicant has met with the homeowner.

Chairman Cocking invited Mr. Villalobos to speak.

Mike Villalobos, 7621 Hope Court, Plano, Texas, stated that he took the Commission's consideration of the screening. One of the options, and not his first choice nor his favorite, is to install a hedge row and to add a cyclone fence to stop pedestrian traffic. Having met with the homeowner, and considering the two easements that abut each other, another proposal is to install an 8-foot stained board-on-board fence between the two easements. He reiterated the two options: a cyclone fence with vegetation or the 8-foot board-on-board fence. The car traffic lights and noise would be stopped more effectively with the board-on-board fence.

Chairman Cocking invited Ms. Newman to speak.

Ms. Newman, 4 Ellis Circle, Allen, Texas, thanked the Commission for tabling the item last time. She stated that the board-on-board seems to be the best alternative because of the points Mr. Villalobos presented. She spoke with her other neighbors whose concerns were light and cut-through traffic that the board-on-board fence would address.

Discussion ensued between the Commissioners. Chairman Cocking reminded the Commission that this is an alternative screening request. The Code requires a masonry wall, but that would not work because of several reasons including the removal of 120+ trees. The original request was for a vegetative screen with some sort of a cyclone fence. The alternative is a board-on-board fence. The City has usually never allowed this type of a fence because of maintenance issues as the life span of a wood fence is only seven to eight years – causing them to be replaced regularly.

2nd Vice-Chair Trahan confirmed that Code Enforcement would be involved if the fence were to break down. He said this proposal seems like a good compromise.

Chairman Cocking asked to clarify, and 2nd Vice-Chair Trahan said he liked the board-on-board fence.

Commissioner McNutt agreed with 2nd Vice-Chair Trahan that a board-on-board fence is a good compromise. Maintenance is an issue, but the Code Enforcement system is in place.

Commissioner Platt thought the initial landscaping wall was sufficient, but also agreed with the board-on-board fence as it solves all the issues presented. He also recommended a steel post and a pre-stained board-on-board cedar for a greater life expectancy and less maintenance.

1st Vice-Chair Mangrum asked staff the difference between a cyclone fence and a chain-link fence, to which Mr. Blaydes replied that a cyclone fence is a chain-link with the vinyl mesh. 1st Vice-Chair Mangrum stated she also liked the board-on-board 8-foot wood fence. She also recommended it have a steel post and be stained.

Commissioner Orr asked for clarification if the planting would also be included with the board-on-board fence. Mr. Blaydes stated it is up to the Commission to decide. Commissioner Orr liked the board-on-board fence, but did not think the planting was necessary.

Commissioner Ogrizovich wanted clarification on the location. He was in agreement with the other commissioners.

Chairman Cocking said a wood fence was never an alternative screening material in Allen because of maintenance issues. He asked about safeguards in a motion to maintain the fence for the life of the property.

Mr. Blaydes agreed that the board-on-board fence will probably not last as long as the cyclone fence. He ensured Code Enforcement would check the maintenance of the fence. He also recommended that the applicant submit a document guaranteeing that the fence would be maintained throughout the life of the property in a Business Owner Association.

Discussion continued regarding appropriate wording for the motion including terms such as – 8-foot cedar board-on-board fence, steel posts, pre-stained, running between the electric and sewer easements, maintenance to be provided by the Business Owners Association and/or any subsequent owners or associations in place, for the life of the property.

Motion: **Upon a motion by 2nd Vice-Chair Trahan, and a second by 1st Vice-Chair Mangrum, the Commission voted 7 IN FAVOR, and 0 OPPOSED to approve Alternative Screening for McDermott Business Park, Lots 2, 4, and 5, consisting of a pre-stained board on board cedar fence, eight feet in height, with steel posts, located generally between the sanitary sewer easement and the electric easement and maintained for the life of the buildings by the McDermott Business Park Property Owner's Association or the property owners of Lots 2, 4, and 5 of McDermott Business Park should the Property Owners Association disband.**

The motion carried.

Adjournment

Chairman Cocking invited guests to the podium. The Boy Scouts Troop 223 were present and introduced themselves for the Communication Merit Badge and Citizenship in the Community Badge.

The meeting adjourned at 7:28 p.m.

These minutes approved this _____ day of _____ 2014.

Jeff Cocking, Chairman

Madhuri Kulkarni, Planner

Director's Report from 5/13/2014 City Council Meeting

- There were no items taken to the May 13, 2014 City Council Meeting.

PLANNING & ZONING COMMISSION AGENDA COMMUNICATION

AGENDA DATE: June 3, 2014

SUBJECT: Consider a request for a Final Plat for Lot 1, Block A, Radha Addition, being 3.403± acres located north of Bossy Boots Drive and east of Watters Road. (FP-5/5/14-28) [Radha Addition]

STAFF RESOURCE: Madhuri Kulkarni
Planner

PREVIOUS COMMISSION/COUNCIL ACTION: General Development Plan – Approved February, 2007
Preliminary Plat – Approved February, 2007

BACKGROUND

The property is located north of Bossy Boots Drive and east of Watters Road. The property is zoned Community Facilities CF. The property to the north is zoned Single-Family Residential R-5. To the east, the zoning is Community Facilities CF, as well as a Single-Family Residential R-6. To the south (across Bossy Boots Drive) the zoning is Planned Development No. 108 PD for Mixed Use MIX. The property to the west (across Exchange Parkway) is zoned Planned Development No. 54PD for Industrial Technology IT.

The plat is consistent with the Site Plan which was approved by Staff for a church, temple, or rectory use. The Final Plat is the last step in the process.

The Final Plat is a 3.203-acre tract. There are two (2) access points into the site; one off of Watters Road (on the northwest), and one access point on the southeast off Bossy Boots Drive and the adjacent lot. The plat shows right-of-way dedication and various easements required for development.

The Final Plat has been reviewed by the Technical Review Committee and meets the standards of the Allen Land Development Code.

STAFF RECOMMENDATION

Staff recommends approval of the request.

MOTION

I make a motion to approve the Final Plat for Lot 1, Block A, Radha Addition.

ATTACHMENTS

Final Plat

PLANNING & ZONING COMMISSION	AGENDA COMMUNICATION
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AGENDA DATE: June 3, 2014

SUBJECT: Conduct a public hearing and consider a request for a Replat for Lot 2R, Block A, Allen Community Baptist Church Addition. The property is 3.0± acres located north of Chaparral Road and east of Jupiter Road. (FP-4/30-14-26) [Allen Community Baptist Church]

STAFF RESOURCE: Tiffany McLeod
Senior Planner

PREVIOUS COMMISSION/COUNCIL ACTION: Combination Plat – Approved March, 2000
General Development Plan – Approved August, 2008
Replat – Approved September, 2008

BACKGROUND

The property is located generally north of Chaparral Road, and east of Jupiter Road. The zoning to the north and east is Planned Development No. 13 PD with a base zoning of Multifamily Residential MF. To the south, the zoning is Local Retail LR, and further south across Chaparral Drive is the City of Plano. Finally, to the west (across Jupiter Road) is a Single-Family Residential District R-5.

A Site Plan for a church, temple or rectory use was recently approved. Replatting the property is the last step in the development process.

The subject Replat is for a three (3) acre tract of land. There are two (2) access points into the site; both from Jupiter Road. The plat shows various existing and new easements required for development.

The Replat has been reviewed by the Technical Review Committee and meets the standards of the Allen Land Development Code.

STAFF RECOMMENDATION

Staff recommends approval of the request.

MOTION

I make a motion to approve the Replat for Allen Community Baptist Church Lot 2R, Block A, Allen Community Baptist Church.

ATTACHMENTS

Replat

PLANNING & ZONING COMMISSION AGENDA COMMUNICATION
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AGENDA DATE:	June 3, 2014
SUBJECT:	Discussion of Board Evaluation to Provide Feedback to the Council Nominating Committee.
STAFF RESOURCE:	Ogden “Bo” Bass, AICP Director of Community Development
PREVIOUS COMMISSION/COUNCIL ACTION:	None

BACKGROUND

As part of the annual Board and Commission appointment process, the City Council has asked the Planning and Zoning Commission Chairman to facilitate a discussion with the Commission in order to provide feedback about candidate characteristics they believe would improve the Commission.

The feedback from the Commission will be assimilated into a single Board Evaluation Form and submitted to the Council Nominating Committee.

STAFF RECOMMENDATION

Discuss the questions on the evaluation form and provide input to Jeff Cocking, Chairman.

ATTACHMENTS

Evaluation Form

2014 Board Evaluation Form

PLANNING AND ZONING COMMISSION	
Completed by:	Phone:
Question:	Comments:
What would be the ideal characteristics for a Planning and Zoning Commission Member?	
How extensive is the collective experience of the Commission's members in the Commission's subject area?	
Are there any P&Z-related subject areas (such as economic development or law) where the Commission could use more knowledge?	
Is the Commission's knowledge current in regards to changes in P&Z zoning practices and laws?	
What other knowledge or experience could be brought to the Commission to improve it?	
Is the membership representative of Allen's citizens?	
Are there any members considering resignation?	
Other Comments and Observations:	