

Planning and Zoning Commission  
May 24, 2022

The Waxahachie Planning & Zoning Commission held a briefing session on Tuesday, May 24, 2022 at 6:00 p.m. in the City Council Conference Room at 401 S. Rogers St., Waxahachie, TX.

Members Present: Rick Keeler, Chairman  
Melissa Ballard, Vice Chairman  
Betty Square Coleman  
Bonney Ramsey  
Jim Phillips  
David Hudgins

Member Absent: Erik Test

Others Present: Shon Brooks, Executive Director of Development Services  
Jennifer Pruitt, Director of Planning  
Ashlie Jones, Senior Planner  
Zack King, Planner  
Macey Martinez, Graduate Engineer  
Amber Villarreal, City Secretary  
Chris Wright, Council Representative

**1. Call to Order**

Chairman Rick Keeler called the meeting to order.

**2. Conduct a briefing to discuss items for the 7:00 p.m. regular meeting**

Planner Zack King reviewed the following cases:

- ZDC-42-2022, the applicant is requesting to relocate an existing ground monument sign 50 ft. south of the existing location. The applicant is requesting to add a 16 square foot (2ft. x 8ft.) electronic message sign to the design of the new sign at First United Methodist Church (505 W. Marvin Ave.). Mr. King noted the applicant is meeting all requirements and has agreed to turn off the lights between 8pm-8am. Due to the location being in an area with multiple historic structures, staff has concerns that approving the proposed electronic message sign could affect the character of the area. In addition, staff has reviewed several letters of opposition from surrounding neighbors regarding the potential negative affect of the proposed sign on the character of West Marvin Avenue. Due to staff concerns, staff recommends denial.
- ZDC-5-2022, the applicant is requesting a zoning change from Single-Family-2 to Planned Development-Single-Family-2 to allow an existing structure at 800 Sycamore Street to be used a rental dwelling unit. Due to staff concerns of habitable use/safety, and neighborhood character, staff recommends denial.
- ZDC-45-2022, the applicant is requesting to add a 72 square foot (6ft. x 12ft.) electronic message sign to an existing pole sign for the Cowboy Baptist Church located at 2374 W US Highway 287 Bypass. Due to staff concerns of adding an electronic message board to an existing pole sign, as opposed to a monument sign, staff recommends denial. He explained with the recent approval of the adjacent subdivision of Montclair Heights, staff is concerned with illumination and brightness adjacent to the residential development.

Senior Planner Ashlie Jones reviewed the following case:

- SUB-28-2022, the applicant requested to continue the Public Hearing to the June 28, 2022 Planning and Zoning Commission meeting.
- SUB-43-2022, the applicant is requesting to replat lots 22 and 23 to create lot 22-R, 1 residential lot, being 1.164 acres located at 241 Oak Tree Drive. Staff recommends approval as presented.
- ZDC-31-2022, the applicant is requesting a zoning change from a Multi-Family-2 (MF-2) zoning district for residents fifty-five (55) years of age and older to Planned Development-Multi-Family-2 (PD-MF-2) to allow for residents of all age groups. She noted staff recommended denial due to the following staff concerns:
  - One half of the required minimum off-street spaces shall be provided in attached fully enclosed garages per Multi-Family Development Standards.
  - Staff requests for inclusion of amenities on the western portion of the property near building 5.
  - Staff recommends the overall units be reserved for residents 55+, in perpetuity.
  - Show directional curb ramps at intersection on concept plans and site plans.
  - Staff recommends that a detailed site plan be submitted to Planning & Zoning and City Council for approval if the request is approved.
  - Signage should meet all requirements outline in Article V, Section 5.08 of City Ordinance.
- SUB-35-2022, the applicant is requesting approval to replat the subject property into one (1) lot for commercial use. The applicant is required to provide a 15' Utility, Water and Wastewater Easement and meet a 25' building line requirement along the eastern property line. The applicant is requesting a petition of relief waiver to allow for a reduced utility easement of 5' for a distance of 110 feet along the eastern property line with the standard 15' utility easement for the remainder of the eastern property line. She noted staff supports the request and recommends approval as presented.

### **3. Adjourn**

There being no further business, the meeting adjourned at 6:47 p.m.

Respectfully submitted,

Amber Villarreal  
City Secretary