

The Waxahachie Planning & Zoning Commission held a briefing session on Tuesday, October 25, 2022 at 6:30 p.m. in the City Council Conference Room at 401 S. Rogers St., Waxahachie, TX.

Members Present: Rick Keeler, Chairman
Melissa Ballard, Vice Chairman
Bonney Ramsey
David Hudgins
Erik Test

Members Absent: Betty Square Coleman
Ron Ansell

Others Present: Shon Brooks, Executive Director of Development Services
James Gaertner, Executive Director of Public Works & Utilities
Jennifer Pruitt, Senior Director of Planning
Zack King, Senior Planner
Eleana Tuley, Senior Planner
Macey Martinez, City Engineer
Amber Villarreal, City Secretary
Chris Wright, Council Representative
Robert Brown, City Attorney

1. Call to Order

Chairman Rick Keeler called the meeting to order. James Gaertner, Executive Director of Public Works & Utilities congratulated Macey Martinez on her promotion to City Engineer.

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

Zack King, Senior Planner, reviewed the following case:

- SUB-126-2022, the applicant is requesting to plat the subject property into 172 residential lots and 10 open space HOA lots. Mr. King explained a small portion of the subject property is located within the Waxahachie city limits; however, all residential lots proposed with the plat are located within the Waxahachie ETJ. Mr. King reviewed staff concerns noting the plat application is currently deemed to be incomplete and not filed due to the applicant's failure to provide the supplemental documentation required with the plat and address the plat comments identified below:

Supplemental Documentation:

- No information has been provided to demonstrate the provision of adequate water and wastewater services for the subject property and the proposed lots as required by Section 2.4(c)(13) & 5.1 of the Waxahachie Subdivision Ordinance and Section V – Special District Regulations of the Ellis County Subdivision and Development Standards.
- A Traffic Impact Analysis (TIA), as per Section 31 of the Waxahachie Subdivision Ordinance.
- A signed Waiver of Takings Impact Assessment document required as part of the Ellis County Plat Application.

Plat Comments:

- Since no information has been provided to demonstrate the provision of water and wastewater services to the property, all proposed lots within the ETJ have been reviewed under Vol. I Section IV – General Requirements of the Ellis County Subdivision and Development Standards. The lots & build lines proposed with this plat do not meet minimum size or dimensions required by the Ellis County Subdivision and Development Standards.
- The Point of Beginning (POB) survey monument coordinates for the plat do not match the location of the POB shown on the plat. Correct coordinates for the POB survey monument is required by Section 2.4 of the Waxahachie Subdivision Ordinance.
- A minimum utility easement fifteen (15) feet wide or wider is required along adjacent to all street right-of-way (ROW). The proposed plat only provides a 10-foot utility easement for residential lots and no utility easement for open space HOA X lots.
- The subject property includes 4 existing platted lots which are part of the Harrington Acres #2 plat. Due to this, the application needs to be amended to address the existing plat. The existing platted lots either need to be replatted or vacated as per Section 2.6 or 2.8 of the Waxahachie Subdivision Ordinance.
- The plat does not include street width labels or street names for all proposed streets as required by Section 2.4(c)(4) of the Waxahachie Subdivision Ordinance.
- The plat does not include curve details for all proposed lots as required by Section 2.4(c)(18) of the Waxahachie Subdivision Ordinance.

Staff recommends disapproval due to the staff concerns listed above.

Eleana Tuley, Senior Planner, reviewed the following case:

- SUB-122-2022, the applicant is requesting to subdivide an existing lot (1.390 acres) into two (2) lots for professional office and commercial use. The plat complies with the City's zoning and subdivision requirements and staff recommends approval as presented.

Jennifer Pruitt, Senior Director of Planning, reviewed the following cases:

- SUB-40-2022, the applicant is requesting to replat the subject property from one (1) lot into two (2) lots for industrial use. All City of Waxahachie lot size and dimension requirements have been met and staff recommends approval as presented. With this replat, the applicant is dedicating 110' of right-of-way for Cardinal Road in conformance with the City of Waxahachie Thoroughfare Plan. Ms. Pruitt noted a development agreement was drafted at the request of the applicant to allow the property owner to privately utilize the right-of-way dedication until the City extends Cardinal Road and it will be presented to City Council for approval.
- ZDC-121-2022, the applicant is requesting a Specific Use Permit to expand an existing pool house (324 sq. ft.) to 972 sq. ft. to accommodate a bathroom and kitchenette. Ms. Pruitt noted the applicant has been adamant that the accessory dwelling will only be used for entertainment purposes and not as an additional dwelling unit. Staff recommends approval per staff comments.

3. Work Session: Accessory Structures

Mr. King reviewed the two types of accessory structures: Accessory Dwelling Unit and Accessory Structure. He explained some residential zoning districts allow accessory structures by right and others require a Specific Use Permit if more than 700 sq. ft. Mr. King presented common types of accessory structures and explained the current zoning ordinances does not allow for accessory dwelling units to be leased or sold in single-family zoning.

Ms. Tuley explained the Comprehensive Plan will address the process for allowing or not allowing accessory dwelling units to be leased or sold in single-family zoning and feedback from the committee will be considered.

4. Adjourn

There being no further business, the meeting adjourned at 6:52 p.m.

Respectfully submitted,

Amber Villarreal
City Secretary