

**PLANNING AND ZONING
OCTOBER 6, 2015
DRAFT MINUTES**

The regular meeting of the Planning and Zoning Commission was called to order by Chairman Richard McNeese at 5:35 p.m. on October 6, 2015 in the Precouncil Conference Room of City Hall, 201 North Ector Drive. Those present included Chairman Richard McNeese, Vice Chairman LuAnn Portugal, Commission Members Steve Ellis, and Ron Dunckel.

During the Pre-Session Meeting:

- Development Update: Glade Parks, Glade Parks South, MidTown
- Review Agenda Items

**PLANNING AND ZONING CONSIDERATION OF SCHEDULED ITEMS –
PRECOUNCIL CONFERENCE ROOM**

The Eules Planning and Zoning continued their meeting in the Council Chambers at 6:30 p.m. for consideration of scheduled items.

MEMBERS AND STAFF PRESENT:

Chairman Richard McNeese
Vice Chairman LuAnn Portugal
Commissioner Ronald Dunckel
Commissioner Steve Ellis
Hal Cranor, Director of Public Works
Mike Collins, Director of Planning and Economic Development
Stephen Cook, Senior Planner
Don Sheffield, Building Official
Paul Smith, Division Chief & Fire Marshal
Mollie Snapp, Administrative Secretary

MEMBERS ABSENT:

Commissioner George Zahn
Commissioner Kenny Olmstead
Commissioner David Brown

VISITORS:

Consolata Bryant
Andy Igwe
Tyler Barnett
Sean Faulkner
Jervon Henry

THE INVOCATION AND THE PLEDGE OF ALLEGIANCE: The Invocation was given by Vice Chairman Portugal and the Pledge of Allegiance was given by Chairman McNeese.

ITEM 1 CONSIDER APPROVAL OF PLANNING AND ZONING MINUTES
Regular Meeting of August 18, 2015.

Vice Chairman Portugal made a motion to approve the minutes for called meeting of August 18, 2015. Commissioner Ellis seconded the motion. The vote was as follows:

Ayes: Chairman McNeese, Vice Chairman Portugal, Commissioners Dunckel and Ellis.

Nays: None

Abstention: None

The motion carried: (4-0-0)

ITEM 2 CASE NO. 15-01-RP - CONSIDER APPROVAL OF REPLAT

Approve a request for a Replat to be located on 1.285 acres out of the J. Havens Survey, Abstract 685, to be platted as Block A, Lot 2R, Glade Parks located at 2911 S.H. 121.

Stephen Cook, Senior Planner, gave a brief description of the case. The applicant proposes to replat Block A, Lot 2 of Glade Parks in order to correct easement locations for emergency access (fire lanes) and utilities. The lot was originally platted in June of 2011. The property is under development as a Panera Bread restaurant. The plat submitted to the City of Euless confirms the appropriate easements and boundaries according to City of Euless regulations.

The Development Services Group (DSG) has reviewed and certified the application has met all of the information required for consideration by the City of Euless. Staff recommends approval of the final plat.

There were no questions or comments presented by the Commission.

Commissioner Dunckel made a motion to approve case #15-01-RP. Motion seconded by Commissioner Ellis. The vote was as follows:

Ayes: Chairman McNeese, Vice Chairman Portugal, Commissioners Dunckel and Ellis.

Nays: None

Abstention: None

The motion carried: (4-0-0)

ITEM 3 CASE NO. 15-09-FP - CONSIDER APPROVAL OF FINAL PLAT

Approve a request for a Final Plat to be located on 1.473 acres out of the J. Havens Survey, Abstract 685, to be platted as Block A, Lot 3, Glade Parks located at 2921 S.H. 121.

Stephen Cook, Senior Planner, gave a brief description of the case. The applicant proposes to plat Block A, Lot 3 of Glade Parks in order to accommodate a commercial retail out parcel from the Glade Parks development. The plat submitted to the City of Eules confirms the appropriate easements and boundaries according to City of Eules regulations.

The Development Services Group (DSG) has reviewed and certified the application has met all of the information required for consideration by the City of Eules. Staff recommends approval of the final plat.

There were no questions or comments presented by the Commission.

Commissioner Ellis made a motion to approve case #15-09-FP. Motion seconded by Commissioner Dunckel. The vote was as follows:

Ayes: Chairman McNeese, Vice Chairman Portugal, Commissioners Dunckel and Ellis.

Nays: None

Abstention: None

The motion carried: (4-0-0)

ITEM 4 CASE NO. 15-10-FP - CONSIDER APPROVAL OF FINAL PLAT

Approve a request for a Final Plat to be located on 1.074 acres out of the J. Havens Survey, Abstract 685, to be platted as Block B, Lot 3, Glade Parks located at 2701 S.H. 121.

Stephen Cook, Senior Planner, gave a brief description of the case. The applicant proposes to plat Block B, Lot 3 of Glade Parks in order to accommodate a commercial retail out parcel from the Glade Parks development. The plat submitted to the City of Eules confirms the appropriate easements and boundaries according to City of Eules regulations.

The Development Services Group (DSG) has reviewed and certified the application has met all of the information required for consideration by the City of Eules. Staff recommends approval of the final plat.

There were no questions or comments presented by the Commission.

Vice Chairman Portugal made a motion to approve case #15-10-FP. Motion seconded by Commissioner Ellis. The vote was as follows:

Ayes: Chairman McNeese, Vice Chairman Portugal, Commissioners Dunckel and Ellis.

Nays: None

Abstention: None

The motion carried: (4-0-0)

ITEM 5 CASE NO. 15-11-FP - CONSIDER APPROVAL OF FINAL PLAT

Approve a request for a Final Plat to be located on 24.398 acres out of the J. Havens Survey, Abstract 685, to be platted as Block K, Lots 1-2, Glade Parks located at 2701 - 2921 Rio Grande Boulevard.

Stephen Cook, Senior Planner, gave a brief description of the case. The applicant proposes to plat Block K, Lots 1-2 of Glade Parks in order to accommodate a commercial in-line retail development within the Glade Parks development. The plat submitted to the City of Euless confirms the appropriate easements and boundaries according to City of Euless regulations.

The Development Services Group (DSG) has reviewed and certified the application has met all of the information required for consideration by the City of Euless. Staff recommends approval of the final plat.

There were no questions or comments presented by the Commission.

Commissioner Dunckel made a motion to approve case #15-11-FP. Motion seconded by Vice Chairman Portugal. The vote was as follows:

Ayes: Chairman McNeese, Vice Chairman Portugal, Commissioners Dunckel and Ellis.

Nays: None

Abstention: None

The motion carried: (4-0-0)

ITEM 6 CASE NO. 15-02-PP - CONSIDER APPROVAL OF PRELIMINARY PLAT

Consider a request for a Preliminary Plat of 5.00 acres of the A.J. Huitt Survey, Abstract No. 709, Block 1, Lots A2 and A3, and a portion of Lot A1, Oak Crest Estates Addition to Gala at Oak Crest Estates, Block A, Lot 1, located in the 500 Block of E. Euless Boulevard.

Stephen Cook, Senior Planner, gave a brief description of the case. The applicant proposes to preliminary plat 5.00 acres for the development of an age-restricted senior multi-family development.

The technical aspects of the subdivision, including setback distances, placement of easements, and street alignment, are in compliance with the regulations of the Planned Development zoning district and the City of Euless Unified Development Code.

The Development Services Group has reviewed the proposed Preliminary Plat and has certified that it meets the technical standards of the City of Euless. Staff recommends approval.

There were no questions or comments presented by the Commission.

Commissioner Ellis made a motion to approve case #15-02-PP. Motion seconded by Vice Chairman Portugal. The vote was as follows:

Ayes: Chairman McNeese, Vice Chairman Portugal, Commissioners Dunckel and Ellis.

Nays: None

Abstention: None

The motion carried: (4-0-0)

ITEM 7 CASE NO. 15-08-SP - CONSIDER APPROVAL OF A SITE PLAN

Approve a request for a Site Plan for Age Restricted Senior Housing Multi-family proposed to be located on 5.00 acres of the A.J. Huitt Survey, Abstract No. 709, Block 1, Lots A2 and A3, and a portion of Lot A1, Oak Crest Estates Addition located in the 500 Block of E. Euless Boulevard.

Stephen Cook, Senior Planner, gave a brief description of the case. The Gala at Oak Crest Estates Planned Development zoning ordinance was approved for this location by the City Council on June 23rd, 2015. This case specifies the development of the age-restricted senior housing project. The development will consist of four (4) separate buildings. The primary structure will be a four story – multi-family building. It will be constructed with its front door toward Dickey Drive, with a porte cochère to cover the front entryway. In addition to the primary building, three (3) cottage residences will be constructed along the southern boundary of the property. These will be setback at least twenty (20') feet from the rear property line as per the PD ordinance. The cottages will be single story structures containing 4 units.

Access – The primary access to the development will be from Dickey Drive on the east side of the development. Located past the guest parking on the east side, the access drive will be gated and will provide private ingress/egress for the residents. An access drive from S.H. 10 / E. Euless Boulevard will provide secondary emergency access to the development.

Parking – The site contains 126 parking spaces. As an age-restricted multi-family development, most residents will not own vehicles and will instead be dependent on the van service provided as a service to the residents. The number of parking spaces provided exceeds the minimum amount required by the Planned Development zoning district.

Landscaping – Landscaping will be placed primarily in the street yard, along the foundations of the cottage buildings, and in areas surrounding the courtyard of the primary building and the pool. Amenities within the courtyard will include the pool, a gazebo and a community garden. Trees will be planted along the western boundary of the property, which will provide a buffer between the senior housing project and the future single-family development.

Exterior – The buildings will be constructed with a combination of stone, brick, and stucco, consistent with masonry development standards of the City of Euless. The design of the building will contain architectural accents that include: gabling, inset balconies, and non-accessible Juliette balconies. Windows which do not sit within the plane of the primary walls will be incorporated to help break up the massing of the buildings.

The Development Services Group has certified that the site plan is in accordance with the requirements of the Glade Parks Planned Development Ordinance.

Chairman McNeese asked Director of Planning and Development, Mike Collins, when the site plan would go to City Council.

There were no further questions or comments presented by the Commission.

Commissioner Dunckel made a motion to approve case #15-08-SP. Motion seconded by Vice Chairman Portugal. The vote was as follows:

Ayes: Chairman McNeese, Vice Chairman Portugal, Commissioners Dunckel and Ellis.

Nays: None

Abstention: None

The motion carried: (4-0-0)

**ITEM 8 HOLD PUBLIC HEARING FOR PLANNED DEVELOPMENT
CASE NO. 15-09-PD AND CONSIDER RECOMMENDATION OF
AN ORDINANCE**

Receive public input regarding a request for a Planned Development to change the zoning of Kosambo Addition Block A, Lot 1, 345 Westpark Way, from Neighborhood Business (C-1) to

Planned Development (PD) zoning district and consider recommendation of an Ordinance.

Chairman McNeese opened the public hearing.

Stephen Cook, Senior Planner, gave a brief description of the case. Ms. Bryant's company provides senior assisted living accommodations to elderly patients and residents. She proposes to take one half of the existing building located at 345 Westpark Way and convert it to an assisted living residence. Constructed as office space originally, it has remained vacant for several years. If the land use was approved, the interior would need to be modified to provide seven bedrooms, a common area which would include recreation, dining and kitchen spaces, and offices for on-site staffing. The applicant states that it will be a State Licensed Facility and no more than fifteen (15) residents will be housed in the location. The applicant has met with the Building Official and Fire Marshal to evaluate the ability of the building to be converted and has met with a positive response. Adequate parking currently exists on site and meets the standards of the City of Euless.

Under the C-1, Neighborhood Business zoning district, Senior Assisted Living is not an allowable use. However, staff believes that this proposed use is consistent with other medical and related uses along Westpark Way. With the hospital located nearby, there are several medical offices, rehabilitation facilities, and a nursing home.

The other half of the existing building would be maintained as a separate leased office space, could be utilized in the future as continued office, or provide additional space for the assisted living, while meeting the requirements of the Euless Unified Development Code. In order to maintain the ability to lease the second half of the building for offices, the Planned Development zoning ordinance stipulates that the permitted uses of the Neighborhood Business (C-1) district are maintained with the inclusion of the Senior Assisted Living use.

Development of the assisted living center will require the specific approval of building plans by the Fire Marshal, Building Official and Code Compliance for a commercial kitchen. Staff has reviewed the proposed ordinance and recommends approval.

Chairman McNeese asked if there are any proponents/opponents. Seeing none, the public hearing was closed.

Vice Chairman Portugal asked what level of care would be conducted at this facility. Senior Planner, Stephen Cook, stated that it would be a Type B, fully managed facility.

Vice Chairman, Portugal asked how many employees would be staffed and at what hours.

Consolata Bryant, 345 Westpark Way, Euless, Texas commented that there would be fourteen residents with two full time attendants and one administrator and also gave a

brief description of how the facility will be run. In addition to the two full time attendants that are present during the day and the one attendant at night in the assisted living, she explained that her home health care company already leases space in the building and that there are fully trained nurses that are available to offer assistance. She said that the assisted living facility would provide a service gap between her home health and hospice care services.

Director of Planning and Development, Mike Collins asked for the differences between a Type A and a Type B facility.

Consolata Bryant explained the differences between the two types. Type A is more independent whereas Type B requires more assistance with medication.

There were no further questions or comments presented by the Commission.

Vice Chairman Portugal made a motion to approve case #15-09-PD. Motion seconded by Commissioner Ellis. The vote was as follows:

Ayes: Chairman McNeese, Vice Chairman Portugal, Commissioner Dunckel and Ellis.

Nays: None

Abstention: None

The motion carried: (4-0-0)

There being no further business, the meeting was adjourned at 6:58 p.m.

Chairman McNeese

Date