

**THIS IS NOT A VERBATIM TRANSCRIPTION  
CITY OF CLEBURNE  
PLANNING AND ZONING COMMISSION  
MINUTES OF THE JULY 27, 2020 MEETING**

The Planning and Zoning Commission (P&Z) of the City of Cleburne held a Public Hearing on Monday, July 27, 2020, at 6:30 p.m. in the Council Chambers of City Hall located at 10 N. Robinson.

Planning and Zoning Commission meetings have reopened and social distancing protocols will be in effect.

**COMMISSION MEMBERS PRESENT:**

Albert Archer, Sr. – Vice-Chairman  
Stephanie Philips  
Vance Castles  
Summerly Sherlock  
Robert Walker

Bradley Anderle, City Attorney  
Danielle Castillo, Planning Manager  
David Jellen, Planner  
Laura Melton, Asst. Director of Public Works  
Colt Friedrich, Project Engineer

**COMMISSION MEMBERS ABSENT:**

Dena Day – Chairwoman

**CITY STAFF ABSENT:**

Shane Pace, Executive Director of  
Development Services

**CITY STAFF PRESENT:**

**MEETING FORMAT:**

Mrs. Castillo, Mr. Jellen, and Mr. Anderle were present at the meeting in the Council Chambers. Mr. Friedrich and Ms. Melton tuned into the meeting remotely. Vice-Chairman Archer, Commissioner Philips, Commissioner Castles, and Commissioner Walker were present at the meeting in the Council Chambers. Commissioner Sherlock tuned into the meeting remotely.

**CALL TO ORDER:**

The meeting was called to order by Vice-Chairman Archer at 6:30 p.m. It was established that a quorum was present.

**CITIZEN COMMENTS:**

There were no citizen comments at this meeting.

**APPROVAL OF MINUTES:**

The minutes of the July 13, 2020 Planning and Zoning Commission meeting were considered.

Commissioner Philips made a motion to approve the minutes of the July 13, 2020 meeting and the motion was seconded by Commissioner Walker. **The motion to approve the minutes carried by a vote of 5-0.**

**SECTION I: ZONING:**

CONDUCT A PUBLIC HEARING TO CONSIDER A REQUEST TO REZONE ±0.1 ACRES FROM C3 (COMMERCIAL DISTRICT) TO C3/SUP (COMMERCIAL DISTRICT WITH A SPECIFIC USE PERMIT FOR A TATTOO STUDIO), LOCATED AT 3445 W US HWY 67, AS

REQUESTED BY BPOE CLEBURNE LODGE NO. 811, REPRESENTED BY KAYLA R. JAMES, **CASE ZC20-011**

Danielle Castillo, Planning Manager, presented the case and briefed the Commission on the request.

Commissioner Philips questioned staff how the subject property came to be included in the City limits given that the adjacent properties are part of the City of Cleburne's Extraterritorial Jurisdiction (ETJ).

Mrs. Castillo responded that the subject property was likely part of a city-initiated annexation.

Vice-Chairman Archer questioned staff how many property owners had been notified of the SUP request.

Mrs. Castillo explained that the City is required to notify those property owners that are currently on the City tax roll and within two-hundred (200) feet of the subject property. As such, two (2) notices were sent to surrounding property owners.

Vice-Chairman Archer opened the public hearing.

The applicant, Kayla Rae James, was present and briefed the Commission on the request.

Commissioner Castles questioned the applicant if this was her first business.

Ms. James responded that it is her first business.

Vice-Chairman Archer questioned the applicant if the tattoo studio would also be used to do body piercings.

Ms. James responded that there are currently no plans to do body piercings at the studio.

There being no other questions or items for discussion, Vice-Chairman Archer closed the public hearing and called for a motion. Commissioner Walker made a motion to approve the request as presented and Commissioner Castles seconded the motion. **The motion to approve carried by a vote of 5-0.**

CONDUCT A PUBLIC HEARING TO CONSIDER A REQUEST TO REZONE ±0.136 ACRES FROM C1 (LOCAL BUSINESS DISTRICT) TO SF-4 (SINGLE-FAMILY DWELLING DISTRICT), LOCATED AT 215 PEACOCK STREET, AS REQUESTED BY JLY ENTERPRISES, INC., REPRESENTED BY JARED YARBROUGH, CASE ZC20-012, **CASE ZC20-010**

Mrs. Castillo presented the case and briefed the Commission on the request.

Vice-Chairman Archer questioned staff if the minimum dwelling area requirement would still be applicable given that it is a substandard lot.

Mrs. Castillo explained that the minimum dwelling area requirement for the SF-4 District, 1,000 square feet, would still be applicable for the subject property.

Vice-Chairman Archer opened the public hearing.

The applicant, Jared Yarbrough, was present remotely and briefed the Commission on the request.

Commissioner Walker questioned the applicant if he planned to develop similar lots in the area adjacent to the subject property.

Mr. Yarbrough explained that he did own a few more lots in the City but did not have any plans to develop more lots in this area.

There being no questions or items for discussion, Vice-Chairman Archer closed the public hearing and called for a motion. Commissioner Philips made a motion to approve the request as presented and Commissioner Walker seconded the motion. **The motion to approve carried by a vote of 5-0.**

**SECTION II: PLATTING:**

CONSIDER THE FINAL PLAT OF BELLE LAGOS, PHASE 2, AN ADDITION TO THE CITY OF CLEBURNE, JOHNSON COUNTY, TEXAS, BEING ±18.508 ACRES OF LAND, GENERALLY LOCATED WEST OF CANYON LAKE COURT AND RADCLIFF DRIVE, ALONG WESTHILL DRIVE, AS REQUESTED BY EDWARD PETERS AND KENNETH LYNN LEE, REPRESENTED BY ADLAI PENNINGTON, **CASE PC19-041**

Mrs. Castillo presented the case and briefed the Commission on the request. Staff recommended conditional approval of the case with the following conditions:

1. Revise the “sidewalk easement detail” exhibit to “visibility easement detail” and the associated call out; and
2. Include the county filing information on the face of the plat for all easements dedicated via separate instrument.

Commissioner Walker asked staff for clarity about the condition requiring the applicant to revise the sidewalk easement detail.

Mrs. Castillo explained that the sidewalk easement detail and its associated call out are mislabeled on the face of the plat and should be relabeled as visibility easements.

Commissioner Philips questioned staff if Belle Lagos is part of a planned development.

Mrs. Castillo responded that it is part of a planned development that was zoned in 2016.

Bradley Anderle, City Attorney, asked staff to clarify the nature of the shaded portion of the plat.

Mrs. Castillo responded that the shaded portion of the plat is the original planned right-of-way for Westhill Drive and that it has been shaded to show that it will be abandoned and reconfigured as shown on the plat.

Mr. Anderle stated that the Planning and Zoning Commission would be able to approve the plat subject to the two (2) conditions presented by staff.

There being no requirement for a public hearing, Vice-Chairman Archer called for a motion. Commissioner Walker made a motion to conditionally approve the request with the two (2)

conditions as presented by staff and Commissioner Philips seconded the motion. **The motion to conditionally approve carried by a vote of 5-0.**

**SECTION III: OTHER BUSINESS:**

Update on actions taken by the City Council at their last meeting on Planning and Zoning Cases:

- i. ZC20-003 – Remington Ridge PD
- ii. ZC20-009 – 107 Batterson Rezone – C3 and MF to C3
- iii. ZC20-010 – Fox Meadow Rezone – IH to SF-4
- iv. PC20-015 – Fox Meadow Addition Final Plat
- v. PC20-016 – Hunt Cleburne Addition Preliminary Plat

Mrs. Castillo briefed the Commission on actions taken by the City Council at the July 14, 2020 meeting on the above listed Planning and Zoning cases.

Vice-Chairman Archer welcomed Vance Castles as the newest member of the Planning and Zoning Commission.

**THERE BEING NO OTHER BUSINESS, THE MEETING WAS ADJOURNED AT 7:09 PM.**