

**THIS IS NOT A VERBATIM TRANSCRIPTION  
CITY OF CLEBURNE  
PLANNING AND ZONING COMMISSION  
MINUTES OF THE FEBRUARY 27, 2023 MEETING**

The Planning and Zoning Commission (P&Z) of the City of Cleburne met in open session on Monday, February 27, 2023 at 6:30 p.m. in the Council Chambers of City Hall, located at 10 N. Robinson Street, Cleburne, TX. Planning and Zoning Commission meetings are open to the public.

**COMMISSION MEMBERS PRESENT:**

Albert Archer Sr. – Chairman  
Sonny Albertson – Vice-Chairman  
Chris Saunders  
Peter Svendsen  
Vance Castles  
Robert Walker

**CITY STAFF PRESENT:**

David Jones, Community Development  
Director  
Danielle Castillo, Planning Manager  
David Jellen, Planner  
Laura Melton, Asst. Director of Public Works  
Lindsey Hale, City Attorney

**COMMISSION MEMBERS ABSENT:**

Stephanie Philips

**CITY STAFF ABSENT:**

Colt Friedrich, Project Engineer

**CALL TO ORDER:**

The meeting was called to order by 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 February 13, 2023 Planning and Zoning Commission meeting were considered.

There being no items for discussion, Chairman Archer called for a motion.

Commissioner Saunders made a motion to approve the minutes of the February 13, 2023 meeting and the motion was seconded by Vice-Chairman Albertson. **The motion to approve the minutes carried by a vote of 6-0.**

**SECTION I: PLATTING:**

CONSIDER THE FINAL PLAT OF CATES RANCH PHASE I, FOR 26 RESIDENTIAL LOTS, ON ±61.44 ACRES IN THE EXTRATERRITORIAL JURISDICTION (ETJ) OF CLEBURNE, GENERALLY LOCATED ON THE EAST SIDE OF COUNTY ROAD 1229 AND APPROXIMATELY 3,000 FEET NORTH OF WEST F.M. 4, **CASE PC23-005.**

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

Chairman Archer questioned staff whether there had been any changes to the final plat since the approval of the preliminary plat.

Mrs. Castillo responded that there had not been any changes to the final plat since the approval of the preliminary plat.

Chairman Archer questioned staff whether each proposed lot would be serviced by a private water well.

Mrs. Castillo confirmed that each lot would be serviced by a private water well.

Vice-Chairman Albertson questioned staff regarding the minimum lot size for a private water well.

Mrs. Castillo responded that the minimum lot size for a private water well is two (2) acres.

Vice-Chairman Albertson questioned staff whether each lot would have sufficient space to meet the distancing requirements for a private water well on each proposed lot.

Mrs. Castillo responded that the water well authority, Prairielands Groundwater Conservation District, had reviewed the proposal and had confirmed that the proposed lots were large enough to meet the distancing requirements for a private water well on each proposed lot.

There being no requirement for a public hearing and there being no other questions or items for discussion, Chairman Archer called for a motion.

Commissioner Castles made a motion to approve the request for Case PC23-005 with the following condition:

1. Include the county filing information on the face of the plat for the temporary access easement to be dedicated by separate instrument, per Section 154.025.C.11 of the Subdivision Ordinance.

Commissioner Saunders seconded the motion. **The motion to approve with conditions carried by a vote of 6-0.**

**CONSIDER THE PRELIMINARY PLAT FOR RAILHEAD ADDITION, FOR FIVE (5) COMMERCIAL, FOUR (4) RESIDENTIAL, AND TWO (2) COMMON AREA LOTS, BEING ±94.737 ACRES ZONED PD (PLANNED DEVELOPMENT DISTRICT), GENERALLY LOCATED ON THE SOUTH SIDE OF US HIGHWAY 67, APPROXIMATELY 330 FEET SOUTHWEST OF STATE HIGHWAY 171/WEATHERFORD HIGHWAY, AND WEST OF WOODRUFF ROAD, CASE PC23-006.**

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

Commissioner Svendsen questioned staff whether the power lines would be run underground.

Mrs. Castillo deferred the question to the applicant.

Commissioner Walker questioned staff regarding the locations of each of the proposed commercial and residential tracts within the proposed development.

Mrs. Castillo pointed out the proposed commercial lots using the plat exhibit and the corresponding concept plan.

The applicant, Adlai Pennington, 1375 Gilman Road, Fort Worth, TX, was present to brief the Commission on the request.

Chairman Archer questioned the applicant whether the power lines would be run underground.

Mr. Pennington responded that the power lines would be run underground.

Commissioner Svendsen questioned the applicant regarding the proposed locations and types of residential development that would be included with the development.

Mr. Pennington summarized the proposed locations and types of residential development that would be included with the development.

Commissioner Svendsen questioned the applicant whether each of the proposed residential developments would be fenced.

Mr. Pennington responded that each of the proposed residential developments would be fenced.

Vice-Chairman Albertson questioned the applicant regarding the proposed expansion of Woodruff Road.

Mr. Pennington stated that he would be responsible for the expansion of Woodruff Road according to the conditions outlined in the Planned Development (PD) and solely for the portion adjacent to the subject property.

Chairman Archer questioned the applicant regarding the development of the commercial tracts of the property.

Mr. Pennington explained that there had been some communication with interested parties regarding the proposed commercial tracts.

Commissioner Svendsen questioned the applicant whether the residential developments would include requirements for carports and garages.

Mr. Pennington responded that the residential developments would have to provide carports and garages according to the conditions outlined in the PD.

Vice-Chairman Albertson expressed his support for the success of the proposed development.

There being no requirement for a public hearing and there being no other questions or items for discussion, Chairman Archer called for a motion.

Commissioner Svendsen made a motion to approve the request for Case PC23-006 with the following conditions:

1. Include the county filing information on the face of the plat for the 20-foot utility and drainage easement to be abandoned by separate instrument, per Section 154.023.D of the Subdivision Ordinance after utilities are relocated.
2. The final location of the relocated electrical lines will need to be protected by right-of-way or an easement, per Section 154.023.D of the Subdivision Ordinance.

Commissioner Walker seconded the motion. **The motion to approve with conditions carried by a vote of 6-0.**

**SECTION II: ZONING:**

CONSIDER REQUEST FOR A SPECIFIC USE PERMIT (SUP) FOR THE PLACEMENT OF ONE (1) MANUFACTURED HOME ON ±2.097 ACRES ZONED SF-7 (SINGLE-FAMILY DWELLING DISTRICT) AND LOCATED AT 4140 AND 4160 WINDMILL ROAD, **ZC23-001**.

David Jellen, Planner II, presented the case and briefed the Commission on the request.

Commissioner Walker questioned staff regarding the existing structure at the rear of the property and whether the applicant intended to keep the structure.

Mr. Jellen responded that the applicant intended to keep the existing structure at the rear of the property, but deferred the proposed use of the structure to the applicant.

Vice-Chairman Albertson questioned staff whether the existing structure conformed with the City's building setback requirements.

Mr. Jellen explained that the rear and side yard building setback requirement for a residential accessory structure is five (5) feet. He stated that it was likely that the structure conformed with the City's building setback requirements, but that he could not be sure without the exact measurements.

Vice-Chairman Albertson questioned staff whether the existing manufactured homes in the vicinity had been approved with specific use permits (SUP).

Mr. Jellen responded that none of the manufactured homes in the vicinity appeared to have been approved with an SUP. He further explained that each of the properties along the eastern portion of Windmill Road had been zoned SF-4/MH (Single-Family Dwelling District with HUD Code Manufactured Housing) prior to the adoption of the City's Zoning Ordinance in April 2022, which had previously permitted manufactured housing prior to 2009 by right for properties zoned SF-4/MH.

Commissioner Saunders questioned staff whether there was a requirement that the proposed trees be drought-tolerant.

David Jones, Community Development Director, responded that requiring drought-tolerant plant species is something that the City likely would look at with more frequent drought conditions occurring. He added that an allowance was built in to the current ordinance to allow owners to

voluntarily plant them, but that there were no current requirements mandating drought-tolerant landscaping.

Chairman Archer opened the public hearing.

There being no one present who wished to speak on the item, Chairman Archer closed the public hearing and called for a motion.

Commissioner Saunders made a motion to approve the request as presented and Commissioner Svendsen seconded the motion. **The motion to approve carried by a vote of 5-1, with Vice-Chairman Albertson voting against the motion.**

**SECTION III: OTHER BUSINESS:**

UPDATE ON ACTIONS TAKEN BY THE CITY COUNCIL AT THEIR LAST MEETING ON PLANNING AND ZONING CASES:

- i. ZC22-031 – Trail Creek PD Amendment for townhome construction
- ii. ZC22-032 – 2449 State Highway 171/Weatherford Highway Rezone to RC, Commercial
- iii. ZC22-034 – Rezone of 108 acres near Buddy Stewart Park to SF-7, Residential

Mr. Jones briefed the Commission on actions taken by the City Council at the February 14, 2023 City Council Meeting.

BRIEFING ON UPCOMING AMENDMENT TO THE AIRPORT HEIGHT HAZARD SECTION OF THE CODE OF ORDINANCES.

Mr. Jones briefed the Commission on the upcoming amendment to the airport height hazard section of the City's Code of Ordinances and the role that the Commission would take in reviewing and recommending approval of that ordinance as an advisory body to both the Joint Airport Zoning Board and the City Council. He encouraged the Commission to review the ordinance and to contact staff with any questions.

**THERE BEING NO OTHER BUSINESS, THE MEETING WAS ADJOURNED AT 7:20 PM.**