

**THIS IS NOT A VERBATIM TRANSCRIPTION
CITY OF CLEBURNE
PLANNING AND ZONING COMMISSION
MINUTES OF THE MAY 8, 2023 MEETING**

The Planning and Zoning Commission (P&Z) of the City of Cleburne met in open session on Monday, May 8, 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
Vance Castles
Stephanie Philips
Chris Saunders
Peter Svendsen
Robert Walker

CITY STAFF PRESENT:

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

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 April 24, 2023 Planning and Zoning Commission meeting were considered.

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

Commissioner Walker made a motion to approve the minutes of the April 24, 2023 meeting and the motion was seconded by Commissioner Saunders. **The motion to approve the minutes carried by a vote of 7-0.**

SECTION I: PLATTING:

CONSIDER THE PRELIMINARY PLAT OF CLEBURNE ACRES, FOR 62 RESIDENTIAL LOTS, BEING ±106.01 ACRES IN THE EXTRATERRITORIAL JURISDICTION (ETJ) OF CLEBURNE, GENERALLY LOCATED NEAR THE SOUTHEAST INTERSECTION OF FARM TO MARKET ROAD 1434 AND COUNTY ROAD 1224, **CASE PC23-010**

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

Commissioner Svendsen questioned staff if there was an option to construct an east-west roadway connection to County Road 1224 through the subdivision.

Mrs. Castillo responded that she would defer the question to the applicant to discuss the subdivision layout and design.

Commissioner Philips questioned staff if lots in the extraterritorial jurisdiction (ETJ) were required to be a minimum of two (2) acres in size.

Mrs. Castillo responded that lots in the ETJ must be a minimum of one (1) acre if utilizing an on-site septic system and a minimum of two (2) acres if utilizing an on-site septic system and water well.

Chairman Archer questioned staff if there would be any issue with the cul-de-sac length should the property be annexed into the city limits.

Laura Melton, Assistant Director of Public Works, responded that with the subdivision layout of a maximum of 20 lots served per cul-de-sac and the internal streets not being urban type roadways, there would not be an issue from an emergency access perspective from the Fire Marshal's review.

Chairman Archer questioned staff regarding which fire department would provide service to this subdivision.

Ms. Melton responded that the Emergency Services District (ESD) would provide service to this subdivision.

Phil Essex, 6060 N. Central Expressway, Dallas, Texas, was present to brief the Commission on the request. He stated that the topography and drainage of the site created challenges for the engineers to develop the terrain. He stated that the layout with the longer cul-de-sac's would provide full fire flow service and there would be multiple fire hydrants throughout the subdivision.

Chairman Archer questioned the applicant regarding the development schedule for the construction of the subdivision.

Mr. Essex responded that Phase 1 had been approved by Johnson County Special Utility District (JCSUD) to utilize the existing water line within County Road 1224 and United Cooperative Services (UCS) had approved the electric service. He stated that Phase 1 does not have drainage issues, the lots front onto an existing county road (CR 1224), and there is access to public utilities. He stated that the construction of lots within Phase 1 would commence shortly after approval.

Vice-Chairman Albertson questioned the applicant regarding approval from the gas company for the existing pipeline that runs through the subdivision.

Mr. Essex responded that he had reached out to the gas company to receive guidelines for constructing over the pipeline but that no buildings or structures would be constructed within the pipeline.

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

Commissioner Castles made a motion to approve the plat with the waiver request as presented and Commissioner Philips seconded the motion. **The motion to approve carried by a vote of 7-0.**

SECTION II: ZONING:

CONSIDER REQUEST TO REZONE FROM SF-7 (SINGLE-FAMILY DWELLING DISTRICT) TO PD (PLANNED DEVELOPMENT DISTRICT) FOR THE CONSTRUCTION OF ONE (1) MULTI-FAMILY BUILDING CONTAINING NO MORE THAN SEVEN (7) UNITS, ON ±0.59 ACRES LOCATED AT 1003 GRANBURY STREET, **CASE ZC22-027**

Danielle Castillo, Planning Manager, stated that the public hearing for this case was continued from the April 24, 2023 Planning and Zoning Commission to this meeting. She stated that since that time, the applicant has withdrawn the application and no action will be taken on this case.

Chairman Archer stated that there is still an open public hearing for this case and questioned staff if the public hearing needed to be closed.

Lindsey Hale, City Attorney, responded that since the application was withdrawn there is no requirement to close the public hearing.

CONSIDER REQUEST FOR SPECIFIC USE PERMIT (SUP) FOR THE PLACEMENT OF A MANUFACTURED HOME ON ±0.21 ACRES, ZONED SF-7 (SINGLE-FAMILY DWELLING DISTRICT), LOCATED AT 1418 OLD BRIDGE ROAD IN AN EXISTING MANUFACTURED HOME SUBDIVISION, **CASE ZC23-021**

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

Commissioner Philips questioned staff regarding the purpose of the Specific Use Permit (SUP) request and if it was only for the requested minimum floor area deviation.

Mrs. Castillo responded that that the property was previously zoned SF-4/MH, which was a zoning district that was repealed in 2009 but allowed manufactured homes by right. She stated that with the Zoning Ordinance update in April 2022, City Council requested the discretion to allow manufactured homes within the SF-7 (Single-Family Dwelling District) with the approval of an SUP.

Commissioner Saunders questioned staff if a manufactured home could be placed on any property zoned SF-7 (Single-Family Dwelling District).

Mrs. Castillo responded that an SUP for a manufactured home could be requested on a property zoned SF-7 (Single-Family Dwelling District) but it would be at the discretionary approval of the Planning and Zoning Commission and City Council. She stated that factors such as location and context of the existing neighborhood would be items to consider with the SUP request.

Chairman Archer opened the public hearing.

There being no other questions or items to discuss, Chairman Archer closed the public hearing and called for a motion.

Commissioner Svendsen made a motion to approve the request as presented and Commissioner Saunders seconded the motion. **The motion to approve carried by a vote of 7-0.**

CONSIDER REQUEST FOR A SPECIFIC USE PERMIT (SUP) FOR A NON-PROFIT SERVICE OFFICE FOR S.H.I.N.E. TOGETHER ON ±0.44 ACRES ZONED SF-7 (SINGLE-FAMILY DWELLING DISTRICT) LOCATED AT 1903 GRANBURY STREET, **CASE ZC23-019**

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

Chairman Archer questioned staff if the property was still owned by the City or privately owned.

Mrs. Castillo responded that the property is privately owned.

Commissioner Svendsen complimented the applicant on the exterior painting of the building.

Chairman Archer opened the public hearing.

There being no other questions or items to discuss, Chairman Archer closed the public hearing and called for a motion.

Commissioner Saunders made a motion to approve the request as presented and Commissioner Walker seconded the motion. **The motion to approve carried by a vote of 7-0.**

SECTION III: OTHER BUSINESS:

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

Mr. Jones briefed the Commission on actions taken by the City Council at the April 24, 2023 City Council Meeting.

THERE BEING NO OTHER BUSINESS, THE MEETING WAS ADJOURNED AT 7:02 PM.