

**THIS IS NOT A VERBATIM TRANSCRIPTION  
CITY OF CLEBURNE  
PLANNING AND ZONING COMMISSION  
MINUTES OF THE OCTOBER 24, 2022 MEETING**

The Planning and Zoning Commission (P&Z) of the City of Cleburne met in open session on Monday, October 24, 2022, 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 with social distancing protocols in place.

**COMMISSION MEMBERS PRESENT:**

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

**CITY STAFF PRESENT:**

Danielle Castillo, Planning Manager  
David Jellen, Planner II  
Colt Friedrich, Project Engineer  
Ashley Dierker, City Attorney

**CITY STAFF ABSENT:**

David Jones, Community Development  
Director  
Laura Melton, Asst. Director of Public Works

**COMMISSION MEMBERS ABSENT:**

None

**CALL TO ORDER:**

The meeting was called to order by Chairman Archer at 6:33 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 October 10, 2022 Planning and Zoning Commission meeting were considered.

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

Vice-Chairman Albertson made a motion to approve the minutes of the October 10, 2022 meeting and the motion was seconded by Commissioner Walker. **The motion to approve the minutes carried by a vote of 6-0.**

**SECTION I: ZONING:**

CONSIDER REQUEST FOR A SPECIFIC USE PERMIT (SUP) FOR PARKING (HEAVY LOAD VEHICLES) ON ±4.902 ACRES, ZONED I (INDUSTRIAL DISTRICT), LOCATED AT 1807 SOUTH MAIN STREET, **CASE ZC22-028.**

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

Commissioner Svendsen questioned staff whether a Knox box would be required to provide access for the Fire Department into the property.

Mr. Jellen stated that a Knox box would be required.

Chairman Archer questioned staff if the entry gate would stay open 24/7.

Mr. Jellen deferred the question to the applicant, but stated that the gate would likely only be accessible to contract drivers for the business.

Commissioner Saunders questioned staff on the waiver request to the City's parking surface material requirements.

Mr. Jellen stated that waiver request is to allow the existing gravel to be utilized as the parking surface material instead of reinforced concrete or asphalt.

Commissioner Svendsen stated that the property had previously been used as a dump site for wastewater and questioned staff regarding the permitting process and any applicable Environmental Protection Agency (EPA) requirements.

Mr. Jellen stated that the City's Environmental Services Department would review the proposed use of the property at the time of permitting.

Chairman Archer expressed his concern regarding the single point of access into the property and questioned staff whether there would be sufficient space at the entrance to accommodate multiple vehicles.

Colt Friedrich, Project Engineer, stated that the Texas Department of Transportation (TXDOT) would review the proposal. He explained that the existing 100 feet of stacking distance between South Main Street and the front entry gate would provide sufficient space for vehicles to enter the property.

Chairman Archer questioned staff whether the applicant would be required to provide more than one point of access.

Mr. Friedrich stated that the Fire Department had reviewed the proposal and that the existing single point of access was determined to be sufficient for the proposed use.

Chairman Archer questioned staff regarding the base material stored by TXDOT along South Main Street.

Mr. Friedrich responded that TXDOT would be able to move and modify the amount of base material stored along South Main Street at any point in time.

Commissioner Svendsen questioned staff whether the SUP could include the condition to obtain approval from the EPA prior to being permitted.

Ashley Dierker, City Attorney, explained that the City could not include the condition to obtain approval from the EPA prior to being permitted.

Chairman Archer questioned staff on who would be liable for the proposed business.

Mrs. Dierker stated that the property owner would be liable for the proposed business.

Vice-Chairman Albertson expressed his concern with the applicant's request to waive all of the landscaping requirements, noting that he would prefer to keep the landscaping requirement along South Main Street.

Chairman Archer opened the public hearing.

The applicant's representative, Felix Wong, 2604 Aberdeen Dr, Arlington, TX, was present to brief the Commission on the request. He explained that a Phase I Environmental Study would be required for the property and that the applicant's due diligence included assessing any environmental hazards it might be responsible for. Additionally, he stated that the majority of the vehicles on the property would consist of daily delivery vehicles that the property would not function as a parking lot, and that vehicles would be regularly delivered to and from the property. He explained that his client had a vested interest in not allowing vehicles to be stored longer than needed, since parked or stored vehicles do not make money for his client.

Chairman Archer questioned the applicant regarding the use of the proposed building.

Mr. Wong stated the building would be occupied by up to three (3) employees to assist the drivers and help with any minor repairs.

Commissioner Svendsen questioned the applicant how often the vehicles would be serviced.

Mr. Wong stated that minor repairs would happen as needed, but that the majority of the vehicles would be delivered new to the property and would not require servicing.

Commissioner Saunders questioned the applicant whether employees would be on-site 24/7.

Mr. Wong stated that the business would have employees on-site 24/7.

Vice-Chairman Albertson questioned the applicant whether there were any similar businesses nearby.

Mr. Wong stated that he was not aware of any similar businesses within the City, and explained that the proposed business, Pinnacle Transport Group, has facilities throughout the United States and Canada.

Chairman Archer questioned Mr. Friedrich regarding the waiver to the parking surface materials.

Mr. Friedrich stated that he did not have any concerns with the waiver to the parking surface materials.

Chairman Archer expressed his concern that TXDOT's road base material could be moved at any time, leaving the property without any screening along South Main Street.

Commissioner Castles questioned staff whether the requested waiver could be modified to waive the landscaping requirements only along State Highway 171.

Mrs. Dierker responded that the requested waiver could be modified.

Chairman Archer closed the public hearing.

Commissioner Saunders expressed his desire to include the landscaping requirements along South Main Street.

Commissioner Castles expressed his support for the proposed development, including the waivers as requested.

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

Vice-Chairman Albertson made a motion to approve the request with the following condition:

1. That the City's landscaping requirements be waived only along State Highway 171.

Commissioner Saunders seconded the motion. **The motion to approve carried by a vote of 5-1, with Commissioner Castles voting against the motion.**

**SECTION II: OTHER BUSINESS:**

CONSIDER A MOTION TO CANCEL THE REGULAR P&Z MEETINGS ON MONDAY, NOVEMBER 28, 2022 AND MONDAY, DECEMBER 26, 2022 DUE TO THE UPCOMING CITY HOLIDAYS

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

Commissioner Castles made a motion to approve the request as presented, and Commissioner Svendsen seconded the motion. **The motion to approve carried by a vote of 6-0.**

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

- i. ZC22-021 – 3416 N. Main Street SUP for an Outside Storage Yard
- ii. ZC22-023 – 103 E. Henderson Street SUP for a Tattoo Studio

Danielle Castillo, Planning Manager, briefed the Commission on actions taken by the City Council at the October 11, 2022 City Council Meeting.

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