

**MINUTES
OF THE MEETING OF THE
CITY OF BENBROOK
PLANNING AND ZONING COMMISSION
REGULAR MEETING
THURSDAY, SEPTEMBER 8, 2022**

The regular meeting of the Planning and Zoning Commission of the City of Benbrook was held on Thursday, September 8, 2022, at 7:30 p.m. in the Council Chambers at 911 Winscott Road with the following members present:

David Ramsey
Alfredo Valverde – Chair
Brandon Ellison
Matthew Wallis
Jon Craver
Beth Jones
Leah Rodriguez
Damon Farrar

Absent: John Logan

Also present: Jim Hinderaker Assistant City Manager
Doug Howard City Planner
Caroline Stewart Assistant City Planner,
Acting Recording Secretary
Bennett Howell Director of Public Services

I. CALL TO ORDER

The presiding officer, Chair Valverde, called the meeting to order at 7:30 p.m.

II. CITIZEN COMMENTS ON ANY AGENDA ITEM

The presiding officer asked for any citizen comments on any agenda item. No one in attendance spoke.

III. MINUTES

A. Approve Minutes of the Regular Meeting Held on June 9, 2022.

Motion by Commissioner Craver to approve the minutes of the June 9th meeting. Seconded by Commissioner Farrar. The presiding officer called the question.

Vote on the motion:

Ayes: Mr. Ramsey, Mr. Valverde, Mr. Wallis, Mr. Craver, Ms. Jones, Ms. Rodriguez, and Mr. Farrar

Noes: None

Abstain: Mr. Ellison

Motion carried: 7 – 0 – 1

IV. REPORTS OF CITY STAFF

A. Meritorious Exceptions

- 1) **ME-22-02** – A request to grant a meritorious exception to waive screening requirements of Section 17.84.100.A.4.c of the Benbrook Municipal Code, for an overhead door. The property is zoned “HC” Highway Corridor District and legally described as Lot 4R, Block 1, Triangle Addition (4852 Benbrook Boulevard). **[PUBLIC HEARING]**

Doug Howard, City Planner, introduced the item.

The authorized agent and property owner, Eric Hill and Justin Keller, respectively, gave their presentation to the commission and requested approval.

Commissioner Wallis asked if there was an existing door on the north building facade and how large was the existing south building facade overhead doors? Mr. Keller responded that there was not existing door on the north facade and that the existing south facing overhead doors could be 10ft x 10ft, but wasn't completely sure.

Commissioner Farrar asked for clarification on the location of the overhead door and asked to see the slide photo of the door. Mr. Keller presented the slide photo and provided further clarification.

Chairperson Valverde asked about material of the proposed overhead door. Mr. Hill stated the overhead door is steel.

Commissioner Farrar asked if it was a true roll-up door or a tilt-back? Mr. Hill further explained the construction and material details of the proposed door.

Mr. Keller stated he received a letter from an adjacent residential homeowner in support of the project.

Commissioner Wallis asked staff if the tractor trailer depicted in the presentation pictures was a zoning issue? Mr. Howard stated it can be an issue. Mr. Keller stated they were not his trailers and that he has worked with city code enforcement, in the past, on this issue.

Mr. Howard presented a history of overhead doors recently installed on existing buildings throughout the city.

Commissioner Ramsey asked if the overhead doors facing the street at Kwik Kar Auto Lube were grandfathered in and if it was in the same zoning district as this property? Mr. Howard stated this building is considered legal non-conforming since the doors were in place before this ordinance was adopted and yes, the property has the same base zoning district.

The presiding officer opened the public comment portion of the meeting. Mike Thomas (4812 Williams Rd) spoke in favor of the item. The public comment portion of the meeting was then closed.

Motion by Commissioner Wallis to approve the meritorious exception provided exterior loading and unloading or other such service areas, as described in Section 17.84.100.A.4.b of the Zoning Ordinance, are not part of this project; the overhead door will serve only as a garage door to allow the entry of vehicles on display within the building. Any uses described in Section 17.84.100.A.4.b of the Zoning Ordinance must comply with all screening requirements listed within said section.

Mr. Howard recommended the motion fail, or be amended, as staff recommends the motion to include the stipulation that the overhead door's color must closely match the color of the existing building, as approved by the Community Development Department.

Commissioner Wallis amended his motion to include the stipulation that the overhead door's color must closely match the color of the existing building, as approved by the Community Development Department.

Seconded by Commissioner Craver. The presiding officer called the question:

Vote on the motion:

Ayes: Mr. Ramsey, Mr. Valverde, Mr. Ellison, Mr. Wallis, Mr. Craver, Ms. Jones, Ms. Rodriguez, and Mr. Farrar

Noes: None

Abstain: None

Motion carried: 8 – 0 – 0

B. Comprehensive Plan Updates

- 2) **CP-22-01** – Consideration of an update to the Benbrook Master Park Plan, including revised goals and objectives. The Benbrook Master Park Plan is intended to be used as a general guide for decisions pertaining to City parks and recreational facilities. **[PUBLIC HEARING]**

Bennett Howell, Director of Public Services, presented the staff report and was available for questions by the commission.

Commissioner Ellison asked if this was a ten-year review and what was the year of the last approval? Mr. Howell stated this update is long overdue and the last approval was in 2010.

Commissioner Wallis stated his appreciation for the work put into this update by City Staff and the Park Board.

The presiding officer asked for public comment. There were no public comments.

Motion by Commission Ramsey to recommend City Council adopt an ordinance updating the parks and open space master plan. Seconded by Commissioner Rodriguez. The presiding officer called the question:

Vote on the motion:

Ayes: Mr. Ramsey, Mr. Valverde, Mr. Ellison, Mr. Wallis, Mr. Craver, Ms. Jones, Ms. Rodriguez, and Mr. Farrar

Noes: None

Abstain: None

Motion carried: 8 – 0 – 0

C. Final Plats

- 3) **RP-22-05** – A request to approve a final plat for approximately 37 acres of land situated in the J. Stephens Survey, Abstract Number 1494, H. Covington Survey, Abstract Number 257, and being a replat of Lot 1, Block 7 Brookside at Benbrook Field Phase I Addition, Tarrant County, Benbrook, Texas. The property is zoned “D” Multiple-Family District and “BR-PD” One-Family Reduced Planned Development District. The property is generally located southwest of the intersection of Vista Way and I.H. 20/820 frontage road.

Doug Howard, City Planner, presented the staff report and recommended approval with the following conditions:

1. Prior to recordation, a parkland dedication fee must be paid; and
2. Prior to recordation, a deed, transferring ownership of Lot 1, Block 7, Brookside at Benbrook Field Phase I Addition to the City, must be recorded at Tarrant County.

Commissioner Ramsey asked who has the final say FEMA or the City if a mistake is made? Mr. Howard stated there would be no construction of any building in the floodplain, but work towards LOMR approval, based on the approved CLOMR, for the civil work for grading and utilities, within the floodplain, is at the risk of the developer.

Commissioner Farrar asked how high the site will have to be lifted to be out of the floodplain. Mr. Howard stated he didn't have those numbers, but clarified that with this application no fill or lifting of the floodplain is needed, as they are platting the land with the existing floodplain. A future replat will be required, once the grading work, based on the approved CLOMR, is completed. The future replat will include information about the revised floodplain. Mr. Farrar asked for confirmation that there needs to be a usable site. Mr. Howard explained that this plat does show the usable areas of the site which exist outside the existing floodplain. Mr. Farrar also asked for clarification on the creek's location in relation to the road.

The applicant, Ryan Alcala with Quiddity, was available for questions from the commission.

Commissioner Ellison asked what are the risks if the LOMR is not approved and is there a time estimate on the LOMR? Mr. Alcala stated if the LOMR is not approved they would only be able to develop a portion of the property and stated it will take some time before the LOMR is complete and clarified the LOMR process.

Commissioner Ramsey asked if it was their intent to start of the safe building first while waiting on FEMA. Mr. Alcala confirmed Mr. Ramsey's question.

Commissioner Wallis asked Mr. Alcala to explain, for the viewers at home, what a CLOMR is. Mr. Alcala provided the definition. Mr. Wallis then explain his understanding of the plan for development and asked if he was correct. Mr. Alcala confirmed Mr. Wallis statement and added they can't get a building permit without a plat.

Commissioner Farrar asked to see the floodplain line on the final plat? Mr. Howard present a document, further clarifying where the floodplain line is on the final plat.

Motion by Commissioner Rodriguez to approve, with conditions, the Final Plat number RP-22-05 subject the following:

1. Prior to recordation, a parkland dedication fee must be paid; and
2. Prior to recordation, a deed, transferring ownership of Lot 1, Block 7, Brookside at Benbrook Field Phase I Addition to the City, must be recorded at Tarrant County.

Seconded by Commissioner Farrar. The presiding officer called the question:

Vote on the motion:

Ayes: Mr. Ramsey, Mr. Valverde, Mr. Ellison, Mr. Wallis, Mr. Craver, Ms. Jones, Ms. Rodriguez, and Mr. Farrar

Noes: None

Abstain: None

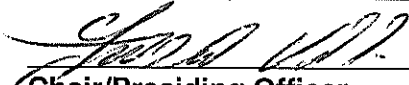
Motion carried: 8 – 0 – 0

V. COMMISSION MEMBER AND STAFF COMMENTS

The presiding officer asked for any commission member or staff comments/announcements. No comments or announcements were made.

VI. ADJOURNMENT

The presiding officer adjourned the meeting at 8:22 p.m.

APPROVED November 10, 2022

Chair/Presiding Officer