



AGENDA
PLANNING AND ZONING COMMISSION MEETING
TUESDAY, JANUARY 6, 2026 AT 6:00 PM
KAUFMAN CITY HALL COUNCIL CHAMBERS
209 SOUTH WASHINGTON STREET,
KAUFMAN, TEXAS 75142

PLEDGE OF ALLEGIANCE US FLAG

TEXAS FLAG "HONOR THE TEXAS FLAG. I PLEDGE ALLEGIANCE TO THEE, TEXAS ONE STATE UNDER GOD, ONE AND INDIVISIBLE".

INVOCATION

CALL MEETING TO ORDER Chairman calls the Meeting to order, states the date and time, states Commissioners present, and declares a quorum present.

CITIZENS COMMENTS / REQUEST TO SPEAK ON AGENDA ITEMS (5 MINUTES)

Comments about any of the agenda items may be taken into consideration at this time or during the agenda item. Comments are limited to five (5) minutes per individual unless additional time is otherwise required by law for translation. Speaking time is not transferable. Citizens may address the P&Z Commission on any subject but must first complete a Request to Speak Form so that the Chairman may call your name to speak at the appropriate time on the agenda. Comments must be directed to the P&Z Commission as a whole. When addressing the P&Z Commission, please step forward to the speaker's podium, state your name and address, and direct your comments to the Chairman and P&Z Commission.

CONSENT AGENDA All matters listed under the Consent Agenda, are considered to be routine by the Planning and Zoning Commission and will be enacted by one motion. There will not be separate discussion of these items. If discussion is desired, that item will be removed from the consent agenda and will be considered separately. For a citizen to request the removal of an item, a request must be submitted to the Planning and Zoning Commission Secretary.

1. Consider and take appropriate action on the minutes of the November 4, 2025 Planning and Zoning Commission meeting.

END OF CONSENT AGENDA

PUBLIC HEARING

1. Conduct a public hearing and make a recommendation to City Council for a **zoning change** on approximately 2.166 acres, from Agriculture-Open (A-O) to Single Family (SF-20), and amend the official Zoning Map of the City. The property is located at 5176 Tabor Parkway (Parcel ID 5431), part of the D. Falcon Survey, Tract 820, City of Kaufman, Kaufman County, TX. (Case No. Z-01-26)

DISCUSSION/ACTION ITEMS

ANNOUNCEMENTS AND REPORTS FROM SENIOR PLANNER

The City Council will meet on Monday, January 26th, to discuss the P & Z cases. The Planning and Zoning Commission will meet on Tuesday, February 3rd.

BOARD INQUIRY

If a member of the board makes a spontaneous inquiry about a subject not on this agenda, then the board or an appropriate staff member may make a statement of factual information or policy in response to such an inquiry. However, in accordance with Open Meetings Act Section 551.042, the Planning and Zoning Commission cannot discuss issues raised or make any decisions on that subject at that time. Issues raised may be referred to Staff for research and possible future action.

ADJOURNMENT

I, MARTIN MARES, DO HEREBY CERTIFY THAT THIS NOTICE OF MEETING WAS POSTED ON THE WINDOW AT KAUFMAN CITY HALL, 209 S. WASHINGTON, KAUFMAN, TEXAS, A PLACE CONVENIENT AND READILY ACCESSIBLE TO THE GENERAL PUBLIC AT ALL TIMES AND SAID NOTICE WAS POSTED AT THE KAUFMAN CITY HALL, 209 S. WASHINGTON, KAUFMAN, TEXAS AT 5:00 P.M. ON FRIDAY, DECEMBER 26, 2025, AND REMAINED SO POSTED CONTINUOUSLY FOR AT LEAST THREE (3) BUSINESS DAYS PRECEDING THE SCHEDULE TIME OF SAID MEETING.



MARTIN MARES
SENIOR PLANNER

THE BUILDING IN WHICH THE ABOVE MEETING WILL BE CONDUCTED IS WHEELCHAIR ACCESSIBLE AND PARKING SPACES FOR THE MOBILITY IMPAIRED ARE AVAILABLE. PERSONS WITH DISABILITIES WHO PLAN TO ATTEND THIS MEETING AND WHO MAY NEED AUXILIARY AIDS OR SERVICES SUCH AS INTERPRETERS FOR PERSONS WHO ARE DEAF OR HEARING IMPAIRED, READERS, OR LARGE PRINT ARE REQUESTED TO CONTACT THE CITY SECRETARY'S OFFICE AT 972-932-2216 AT LEAST TWO (2) WORKING DAYS PRIOR TO THE TIME OF THE MEETING SO THAT APPROPRIATE ARRANGEMENTS CAN BE MADE.



MINUTES
PLANNING AND ZONING COMMISSION MEETING
TUESDAY, NOVEMBER 4, 2025 AT 6:00 PM
KAUFMAN CITY HALL COUNCIL CHAMBERS
209 SOUTH WASHINGTON STREET,
KAUFMAN, TEXAS 75142

PLEDGE OF ALLEGIANCE US FLAG

TEXAS FLAG "HONOR THE TEXAS FLAG. I PLEDGE ALLEGIANCE TO THEE, TEXAS ONE STATE UNDER GOD, ONE AND INDIVISIBLE".

INVOCATION

CALL MEETING TO ORDER Chairman calls the Meeting to order, states the date and time, states Commissioners present, and declares a quorum present.

Chairman Dunn called the meeting to order at 6:01 p.m. on Tuesday, November 4, 2025. Commissioners present were Chairman Richard Dunn, Vice-Chairman Porfirio Lopez, Commissioner Burton Brown, and Commissioner Kathleen Sisson. The City of Kaufman staff present included: Assistant City Manager Rachel Mendoza, Director of Development Services Johnny Bray, Senior Planner Martin Mares, and Permit Technician Gladis Holman. Present in the audience was Mr. Kelly.

CITIZENS COMMENTS / REQUEST TO SPEAK ON AGENDA ITEMS (5 MINUTES)

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CONSENT AGENDA All matters listed under the Consent Agenda, are considered to be routine by the Planning and Zoning Commission and will be enacted by one motion. There will not be separate discussion of these items. If discussion is desired, that item will be removed from the consent agenda and will be considered separately. For a citizen to request the removal of an item, a request must be submitted to the Planning and Zoning Commission Secretary.

1. Consider and take appropriate action on the minutes of the October 7, 2025 Planning and Zoning Commission meeting.

END OF CONSENT AGENDA

Vice-Chairman Lopez made a motion to approve the consent agenda for item 1. The motion was seconded by Commissioner Sisson, with the members voting 4-0. The motion passed.

PUBLIC HEARING

1. Conduct a public hearing and make a recommendation to City Council regarding an amendment to "Zoning Ordinance" of Chapter 9, Planning and Development Regulations" of the Code of Ordinances (the "Zoning Ordinance"). (Case No. Z-10-25)

The Public Hearing opened at 6:02 p.m.

Director Johnny Bray presented the Commissioners with a report for amending the Zoning Ordinance. Details of the case can be found in report Z-10-25 dated 11-04-2025.

Vice-Chairman Lopez asked whether inspections would continue to be completed. Commissioner Brown asked about gas inspections, and Commissioner Sisson inquired about what prompted the discussion. The Director responded to and addressed all questions raised.

The Public Hearing closed at 6:12 p.m.

Vice-Chairman Lopez made a motion to approve amending the "Zoning Ordinance" of Chapter 9, Planning and Development Regulations" of the Code of Ordinances. The motion was seconded by Commissioner Sisson. The motion passed by a vote of 4-0.

2. Conduct a public hearing and make a recommendation to City Council on a request for a **Specific Use Permit (SUP-60)** for a kiosk to provide ice and water at 1801 South Washington Street. (Case No. Z-09-25)

The Public Hearing opened at 6:12 p.m.

Planner Martin Mares presented the Commissioners with a report for a Specific Use Permit (SUP-60) for a kiosk to provide ice and water at 1801 South Washington Street. Details of the case can be found in report Z-09-25 dated 11-04-2025.

Mr. Kelly, Water Mill Express stated the company has over 105 locations and 31 employees and spoke in-favor of the project.

The Public Hearing closed at 6:31 p.m.

Commissioner Brown made a motion to approve Specific Use Permit (SUP-60), with staff's recommendation, for a kiosk to provide ice and water at 1801 South Washington Street. The motion was seconded by Commissioner Sisson. The motion passed by a vote of 4-0.

ANNOUNCEMENTS AND REPORTS FROM SENIOR PLANNER

Senior Planner Martin Mares announced the City Council will meet on Monday, November 17th, to discuss the approved cases. The Planning and Zoning Commission will meet on Tuesday, December 2nd.

BOARD INQUIRY

If a member of the Commission has an inquiry about a subject not on this agenda, I will hear it now.

ADJOURNMENT

Since there is no further business, we stand adjourned at 6:35 p.m.

APPROVED:

**RICHARD DUNN
CHAIRMAN**

ATTEST:

**JOY HENDERSON
PLANNER**



Planning and Zoning Commission Report

Meeting Date: January 6, 2026

SUBJECT: Conduct a public hearing and make a recommendation to City Council for a request to rezone an approximately 2.166 acres, from Agriculture-Open (A-O) to Single Family (SF-20), and amend the official Zoning Map of the City. The property is located at 5176 Tabor Parkway (Parcel ID 5431), part of the D. Falcon Survey, Tract 820, City of Kaufman, Kaufman County, TX. (Case No. Z-01-26)

BACKGROUND/SUMMARY:

The subject property consists of approximately 2.166 acres (\pm 94,000 square feet) located northwest of Tabor Parkway (County Road 151) and Highway 34. The property is currently zoned Agricultural/Open (A-O) District, is not platted, and contains an existing single-family residence with a detached garage.

Under the Kaufman Zoning Ordinance, properties zoned A-O that are intended for residential use are expected to meet minimum acreage and development standards associated with that district. Because the subject tract is not platted and does not meet the applicable A-O zoning standards for a residential lot, it cannot be developed or modified in compliance with the existing zoning classification. As a result, the applicant is requesting a rezoning from Agricultural/Open (A-O) to Single-Family Estate Residential-20 (SF-20), which is a more appropriate zoning district for a residential property of this size and character.

The applicant does not propose to subdivide the property. At approximately 94,000 square feet, the lot substantially exceeds the minimum lot size requirement of 20,000 square feet for the SF-20 zoning district.

Both the A-O and SF-20 districts permit single-family residential uses; however, the applicant's intent to construct an accessory dwelling unit is better accommodated under the SF-20 zoning standards once the property is properly platted. The request is necessitated by the property's inability to meet A-O zoning and platting standards for residential development.

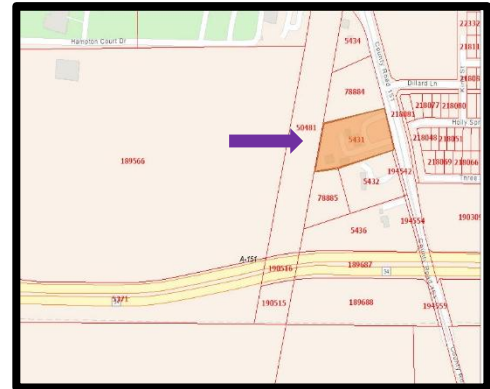
The SF-20 district is intended to provide for detached single-family residences on larger lots and allows one accessory dwelling unit that is incidental to the primary residence, subject to ordinance requirements. Rezoning the property to SF-20 would bring the lot into compliance with zoning and development standards and allow the applicant to pursue an accessory dwelling unit consistent with the Kaufman Zoning Ordinance.

Concept Plan:

A concept plan has been provided, showing the intended development of the property. The concept plan illustrates a house addition and a new shop which is intended to the area that is being added for the accessory dwelling unit.

SURROUNDING ZONING AND EXISTING LAND USES:

	Zoning	Existing Land Use
North:	A-O	Residential Homes
West:	A-O/PD-29	Vacant Lot KISD Middle School
South:	A-O	Residential Homes
East:	PD-14 (across street)	Residential Homes



COMPREHENSIVE PLAN:

Land Use Plan:

The 2014 Future Land Use Plan designates the subject property for Future Park use. The requested SF-20 zoning would continue the property’s existing use, which has been compatible with the surrounding residential uses.

Thoroughfare Plan:

Tabor Parkway is designated as a “Type B” minor arterial roadway with four lanes and an ultimate right-of-way width of 100 feet. The required right-of-way is already in place at this location.

REVIEW CRITERIA:

In accordance with Section 10.2 of the Zoning Ordinance, the Planning and Zoning Commission and City Council must consider the following factors when evaluating a rezoning request:

A. Compatibility with Surrounding Area

Whether the uses permitted by the proposed zoning change will be appropriate for the immediate area and their relationship to the broader community and City as a whole.

B. Infrastructure and Public Services

Whether the proposed change aligns with existing or proposed plans for public infrastructure, including schools, streets, water supply, sanitary sewers, and other utilities. Findings should reflect how the proposal will be supported by or impact these services.

C. Availability of Similar Zoned Land

The amount of vacant land currently classified for similar uses both in the vicinity and throughout the City, including any unique conditions that may render a portion of that land unsuitable or unavailable for development.

D. Development Trends

The recent pace and pattern of development within the same zoning classification as the proposed change, especially within the surrounding area.

E. Impact on Other Areas

The potential impact on other areas designated for similar development, and whether those areas will be positively or negatively affected if the rezoning is approved.

F. Public Health, Safety, and Welfare

Any additional factors that could significantly affect the public health, safety, morals, or general welfare of the community.

PROPERTY OWNER RESPONSES:

The City of Kaufman mailed out notification letters to 19 property owners within 300' of the subject property. The results are as follows:

- Property owners returned letters in opposition to the request = 0
- Property owners returned the letter in agreement to the request = 0
- Property owners who have not responded = 19

RECOMMENDATION:

Staff recommends approval of Z-01-26, for a request to rezone an approximately 2.166 acres, from Agriculture-Open (A-O) to Single Family (SF-20), and amend the official Zoning Map of the City.

ATTACHMENTS:

Location Map

Exhibit A – Property Description

Exhibit B – Concept Plan

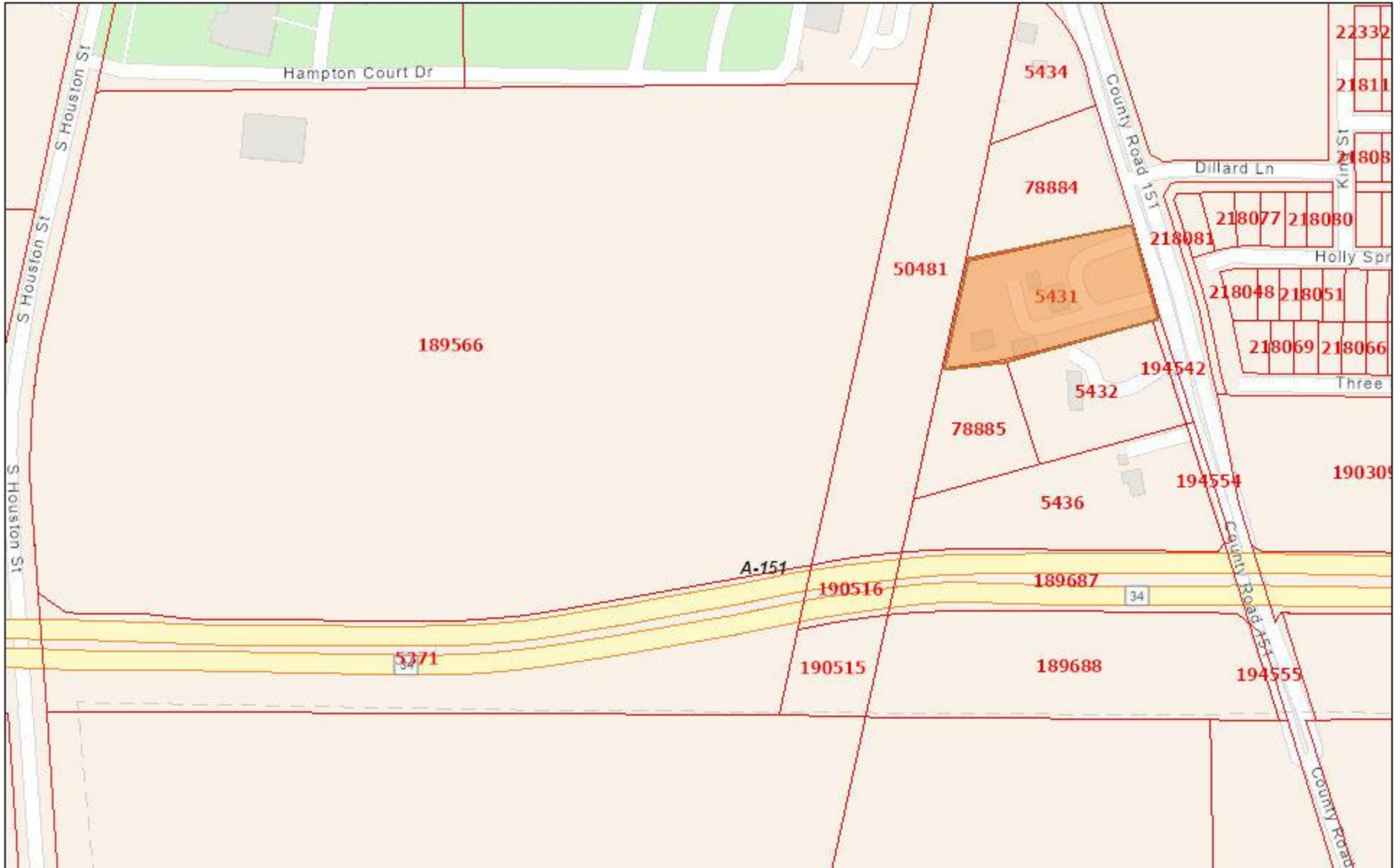
Martin Mares

Senior Planner

972-932-2216 ext. 141

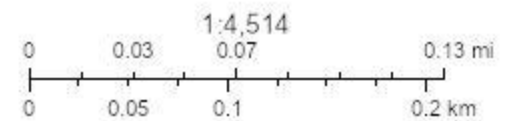
MMares@kaufmantx.org

Location Map



12/19/2025, 4:10:20 PM

-  Parcels
-  Abstracts



Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community

Kaufman County Appraisal District, BIS Consulting - www.bisconsulting.com

Disclaimer: This product is for informational purposes only and has not been prepared for or be suitable for legal, engineering, or surveying purposes. It does not represent an on-the-ground survey and represents only the approximate relative location of boundaries.



ZONING CHANGE APPLICATION

1. Site Location:

General Street Location: 5176 Tabor Parkway PID: 5431

Street Address: _____

Lot, Block, & Subdivision Name: _____

2. Applicant:

Name: JAMES R. STOUT

Address: 5176 TABOR PARKWAY

City/State: KAUFMAN TX Zip: 75142

Office #: _____ Cell #: 469-279-8719 Fax #: _____

Email Address: Jstout8983@Yahoo.com

3. Property Owner:

Name: JAMES R. STOUT

Address: 5176 TABOR PARKWAY

City/State: KAUFMAN TX Zip: 75142

Office #: _____ Cell #: 469-279-8719 Fax #: _____

Email Address: Jstout8983@Yahoo.com

4. Summarize the proposed development. If necessary, use a separate sheet.

Addition to existing single family home.
Adding square footage to attached
garage creating mother in law suite.

5. Present Zoning: Agg. A-D Present Land Use: SF Home

Future Land Use Designation: ~~SF-1~~ SF-20

6. Attach: Any additional maps, exhibits, drawings or pictures necessary to help explain the request.


7. Local Government Code 212.004 Compliance with Comprehensive Plan

- a. Zoning regulations must be adopted in accordance with a comprehensive plan and must be designed to:
 - i. Lessen congestion in the streets;
 - ii. Secure safety from fire, panic and other dangers;
 - iii. Promote health and the general welfare;
 - iv. Provide adequate light and air;
 - v. Prevent the overcrowding of land;
 - vi. Avoid undue concentration of population; or
 - vii. Facilitate the adequate provision of transportation, water, sewers, schools, parks, and other public requirements.

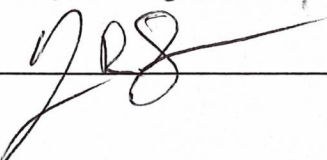
I UNDERSTAND THAT IT IS NECESSARY FOR ME OR MY AGENT TO BE PRESENT AT BOTH THE PLANNING AND ZONING COMMISSION MEETING AND CITY COUNCIL MEETING.

I hereby authorize the undersigned applicant to act as my agent for the representation and/or presentation of the request.

Applicant Name (print or type): JAMES R. STOUT

Applicant signature: 

Owner Name (print or type): JAMES R. STOUT

Owner signature: 

FAILURE TO APPEAR before the Planning and Zoning Commission or City Council for more than one (1) hearing without an approved delay by the City Manager or his designee shall constitute sufficient grounds to table or deny the request unless the City is notified at least 72 hours prior to the hearing.

DENIALS BY THE PLANNING AND ZONING COMMISSION shall be forwarded to City Council, along with the Commission's reasons for denial and will require a 3/4 favorable vote of all members of City Council (6 votes).

TABLED BY THE PLANNING AND ZONING COMMISSION: The Commission may not defer its report for more than 90 days from the time it was posted on the agenda, or until it has had an opportunity to consider other proposed changes, which may have a direct bearing, unless a postponement is requested by the applicant.

Date Received _____ Date Paid _____ Receipt Number _____

