



**MINUTES OF THE
PLANNING AND ZONING
COMMISSION MEETING
BOARD MEETING
TUESDAY, MARCH 3, 2020 - 6:00 PM
CITY HALL COUNCIL CHAMBERS
209 S. WASHINGTON STREET
KAUFMAN, TEXAS 75142**

PLEDGE OF ALLEGIANCE

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

Chairman Brown called the meeting to order at 6:03 p.m. Tuesday, March 3, 2020. Commissioners present were Chairman Burton Brown, Vice-Chairman Cardoza, Commissioner Richard Dunn, Commissioner Pelo Lopez, Commissioner Gladis Saldana, and Commissioner Curtis Snow. Director of Development Services Marcy Ratcliff and Planning Technician Joy Henderson were present. Present in the audience were Jim Meara, Pan Sribhen, Jorge Diez, Ramon Diaz, Pedro Acaredo, Mark Panyanouvong, and Matt Chumtep.

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

P&Z Commissioner Curtis Snow made a motion to approve CONSENT AGENDA as presented. The motion was seconded by P&Z Commissioner Richard Dunn and 6/0.

1. Consider and take appropriate action on the Minutes of November 5, 2019 Planning and Zoning Commission Meeting.
2. Consider and take appropriate action on the Minutes of December 3, 2019, Planning and Zoning Commission Meeting.

PUBLIC HEARING

DISCUSSION/ACTION ITEMS

3. Consider and take appropriate action on a Site Plan from TSKF II Ltd for development of four buildings for retail, restaurant and office development at 101 and 201 Kings Fort Parkway (across the street from Dickey's BBQ). The property is currently platted as Lots 1R-1 and Lot 2R-1, Block B, Kings Fort Addition, Phase 1. The two lot areas combined contain 2.394 acres. The lots are zoned Planned Development -14 for Commercial. (Case No. SP-01-20)

Marcy Ratcliff, Director of Development Services, stated TSKF II, Ltd. the owner of the Lots 1R-1 and 2R-1, Block B, Kings Fort Addition, Phase 1 is proposing development of four buildings for retail, restaurant and office spaces. The property is currently undeveloped. A driveway entrance to the two lots was installed during the initial construction of Kings Fort Parkway. This driveway entrance will be removed. A new driveway entrance will be installed approximately 20 feet to the east. The proposed building height is 24 feet high. The exterior elevations of the four buildings match the strip center on the south side of Kings Fort Parkway. Two monument signs are proposed. One sign at the corner of Tabor Parkway and Kings Fort Parkway and the other at Walton Drive and Kings Fort Parkway. No pole signs are proposed at this time. The site is required to provide 15% landscaped area and 28.89% landscaped area is proposed.

Jim Meara stated the dumpster will be located in the back of the lot. One third of the employees will be parking near dumpster area. The buildings can be divided into 2 or 3 different suites. He is hoping someone will take the whole building. Building 3 has been leased to an urgent care clinic so they will be occupying the whole building.

P&Z Commissioner Richard Dunn made a motion to approve the Site Plan for development of four buildings for retail, restaurant and office development at 101 and 201 Kings Fort Parkway. The property is currently platted as Lots 1R-1 and Lot 2R-1, Block B, Kings Fort Addition, Phase 1. The two lot areas combined contain 2.394 acres. The lots are zoned Planned Development -14 for Commercial. (Case No. SP-01-20) as presented. The motion was seconded by P&Z Commissioner Gladis Saldana and Passed 5/0.

4. Consider and take appropriate action on a site plan from Jorge Diez for redevelopment of 208 S. Washington from a church family life center to a grocery store/restaurant (across the street from City Hall) and 208 S. Jackson for an accessory parking lot. The proposed grocery store/restaurant is platted as Lots 5, 6, 7, and 8, Block 22, Kaufman Original Addition. The parking lot is platted as Lots 6, 7, and 8, Block 21, Kaufman Original Addition. The properties are zoned Washington Street Corridor (WSC). (Case No. SP-02-20)

Marcy Ratcliff, Director of Development Services, stated the site plan request is for redevelopment of the existing 9,898 SF building at 208 S. Washington (formerly known as the First Baptist Church Family Life Center and Cooley's Supermarket) to a grocery store and restaurant. The site plan request including the development of a paved accessory parking lot at 208 S Jackson. The grocery store area is approximately 5,896 SF and will require 30 off street parking spaces. The restaurant area is approximately 2,350 SF, with seating for 32 persons and will require 11 off street parking spaces. Currently, the parking lot area facing S. Washington has about 18 spaces, but the driving lane between the spaces is less than the required 24 feet. This parking lot area will be restriped and laid out with 9 off street parking spaces, in accordance with the zoning ordinance. Currently, the parking area along W. Chestnut, on the south side of the building, there are 12 head-in spaces, partially located in the public right-of-way. These spaces require all vehicle maneuvering to partially be in the public right-of-way, which does not comply with the zoning ordinance. The applicant proposes to add a 10 foot wide sidewalk and add striping for 5 parallel off street parking spaces along W. Chestnut. The parking area behind the west side of the building and along S. Jackson Street, is being converted from parking spaces to the grocery store's delivery loading/unloading area. Proposed on the 208 S. Jackson lot (northwest corner of S. Jackson Street and W. Chestnut) will be a paved parking lot for 27 off street parking spaces. The combined parking will provide the required 41 off street parking spaces. The property has been historically used as an unpaved parking lot. Parking lots are typically an accessory use to a principal use on the same lot. In this case, there is no principal use on the property. The existing lot is considered a non-conforming accessory use that satisfies the required parking for 208 S. Washington. The parking lot is required to be paved, because the use of the building is changing from a family life center to a grocery store/restaurant. A new enclosed trash dumpster will be located on the same site. The exterior elevation changes are limited to adding parapet walls to the roof line at the S. Washington building entrance and to the W. Chestnut building entrance. All future signage will be in accordance with the Sign Regulations. The grocery store/restaurant platted as Lots 5, 6, 7, and 8, Block 22, Kaufman Original Addition will be replatted to Lot 5R, Block 22, Kaufman Original Addition to one lot containing approximately 20,000 SF. The accessory parking lot platted as Lots 6, 7, and 8, Block 21, Kaufman Original Addition will be replatted to Lot 6R, Block 21, Kaufman Original Addition to one lot containing approximately 15,000 SF.

Jorge Diez stated there is a small area for the restaurant and the rest of the area will be a grocery store.

P&Z Commissioner Richard Dunn made a motion to approve the site plan for redevelopment of 208 S. Washington from a church family life center to a grocery store/restaurant and 208 S. Jackson for an accessory parking lot. The proposed grocery store/restaurant is platted as Lots 5, 6, 7, and 8, Block 22, Kaufman Original Addition. The parking lot is platted as Lots 6, 7, and 8, Block 21, Kaufman Original Addition. The properties are zoned Washington Street Corridor (WSC). (Case No. SP-02-20) as presented. The motion was seconded by P&Z Vice Chairman Patrick Cardoza and Passed 5/0.

ANNOUNCEMENTS AND REPORTS FROM DEVELOPMENT SERVICES DIRECTOR

5. Receive an update and discussion regarding the following:

A. Report on upcoming Planning and Zoning Commission cases

Marcy Ratcliff, Director of Development Services, stated the 54 acres located at the corner of the 34 Bypass and South Houston Street. There will be a sports park, 3 to 4 story sports complex for kids with exceptional talent. There will also be a parking lot that will be 3 to 4 stories high. Once the developer puts in all of the infrastructure, the City of Kaufman will deed the property to the developer.

Chairman Brown asked who will be making the decision to give the public property to the developer for private developer? Marcy Ratcliff stated there will be a public hearing that will have to be approved, starting with the Planning and Zoning and then finishing with City Council.

Chairman Brown asked if the building will be a metal building? Marcy Ratcliff stated they City of Kaufman was discussing putting a deed restriction on the type of material that will be used.

B. Census Day, April 1, 2020

The Census Bureau is starting their 10 year census count for 2020. The most under counted age limit is from birth to 5 years old.

C. Neighborhood Enhancement Action Team (NEAT) Cleanup - April 18 - Cottage Heights Neighborhood

The next NEAT date is April 18, 2020. We have just finished sending out letters to the property owners for the NEAT area, which is in the Cottage Heights area. We are always looking for groups to help assist with different events.

ADJOURNMENT

There being no further business, Chairman Brown adjourned the meeting at TIME.

JOY HENDERSON
PLANNING TECHNICIAN