



MINUTES

for the SEAGOVILLE PLANNING AND ZONING COMMISSION

**Meeting scheduled to begin at
6:30 p.m. on Tuesday, April 10, 2018**
in the City Hall Council Chambers
at 702 North U.S. Highway 175; Seagoville, Texas

Chairman Raymond Covert called the meeting to order at 6:36 p.m.

Commissioners present: Commissioner & Chairman Raymond Covert
Commissioner & Vice-Chairman Mike Dupuis
Commissioner James Sudduth
Commissioner Lowell Sherman
Commissioner Scott Englert

Commissioners absent: Commissioner Garry (Butch) Adams
Commissioner David (Allen) Grimes

City Staff present: Community Development Director Ladis Barr and
Jr. Planner/P&Z Liaison Jennifer Bonner

Commissioner Lowell Sherman gave the invocation and then led those present in the Pledge of Allegiance.

1. **Approval of Minutes:**

- A. Minutes from March 13, 2018:** Commissioner James Sudduth moved to accept the minutes of the March 13, 2018, Planning and Zoning Commission meeting as presented. Vice-Chair Mike Dupuis seconded the motion. The vote of the commission was unanimously (5 to zero) in favor of accepting the minutes of the March 13, 2018, meeting.
- B. Minutes from March 27, 2018:** Vice-Chair Mike Dupuis moved to accept the minutes of the March 27, 2018, Planning and Zoning Commission meeting as presented. Commissioner Scott Englert seconded the motion. The vote of the commission was unanimously (5 to zero) in favor of accepting the minutes of the March 27, 2018, meeting.
- C. Second meeting of Planning and Zoning Commission in May 2018:** Junior Planner

Jennifer Bonner began by stating that it has come to her attention that the date that the second meeting of the P&Z should be held on May 22nd and that day is also the same day that the Democrat runoff election is scheduled to be held in the Council Chambers. A public meeting cannot be held in the same room that is being used for an election. Another date needs to be selected by the Commission so that staff can tell potential applicants when and where the meeting will be held for that meeting. She suggested either May 17 or 24 for the second meeting in May since Wednesdays are generally for church and very few people want to work on Friday evenings. Commissioner Sherman said he would be gone from May 20 through 26. Vice Chair Dupuis stated he would be in town that week. Commissioner Englert mentioned he could definitely do May 17, but most likely would not be able to attend on the 24th. Commissioner Sudduth said the he could make either set of dates. Commissioner Englert moved that the second meeting be on Thursday, May 17th at 6:30 PM. Chair Covert seconded the motion. A voice vote was cast unanimously (5 to zero) in favor of moving the second meeting of P&Z from Tuesday, May 22 to Thursday, May 17 and keep the time at 6:30 PM and the meeting location in the Council Chambers.

- D. **Highway 175 Highway Overlay District Workshop:** Planner Bonner began by giving a short history of why we are looking at highway overlay district language. The group then began by going through the staff suggestions on the highway overlay language. The first item discussed were the locations (streets) where an offset from the Master Thoroughfare Plan's proposed right-of-way (when fully built-out in the future). Planner Bonner began by confirming past discussions on specific streets that have been discussed – U.S. Highway 175, Seagoville Road (only north of 175), Malloy Bridge Road, Simonds Road (only south of 175), F.M. 1389, Hall Street/Road (both sides of 175), and Environmental Way. Discussion continued for a minutes on the Hall Road/Street location specifically south of Highway 175. She also confirmed is that distances that the Commissioner want in the language are to be based on right-of-way offsets rather than centerline offsets which could be pulled "tighter". A short discussion included on when changes would have to occur. After asked by Chair Covert when site upgrades would be triggered, Planner Bonner gave the example of re-striping the parking lot as not being sufficient to require upgrade to site requirements. Changing the parking lot surface from asphalt to concrete, however, would be an improvement to the site that would trigger the other requirement items in the overlay language.

The minor changes on page 2 were reviewed and generally no comments made. The minor changes on page 3 related to site lighting facilities led to a discussion on the strength of lighting to be allowed. Various commissioners asked about changing the size of the foot-candle measurement to a whole unit and agreement was that the new number will probably be 5 units or more. Staff is to provide examples of various light levels. Chair Covert asked that one of the comparison be the Brookshire's parking lot. The changes were otherwise all consensual. On page 4, the only change was the addition of maintenance of screening materials being placed into a dedicated screening easement. No comments were raised except about the exterior reflectance percent in

excess of 27%. Director Barr stated that Staff would check with our reviewing engineers for suggestions and comments about the quantity.

On page 5 and the loading dock discussion from the last meeting: subsection 1 was completely eliminated and overhead doors being in compliance with those sections of other regulations. Planner Bonner asked about the additional removal of subsection 2 (buildings facing more than one street). The commissioners agreed that subsection 2 probably needs to also be eliminated to clarify that no part of this language specifies the direction overhead doors may face. No other changes were made on page 5.

Planner Bonner stated that on pages 6 and 7 the primary changes in the language of the landscaping subsections 7 and 8 were related to listing a number of plants as both the number as well as the word(s) spelling out each number reference in order to match the rest of the (code) language. In subsection 9 she also added two sentences at the beginning of the section to clarify that the city has no tree preservation ordinance and that the following criteria are to be met in order to qualify for tree preservation credits. The rest of the language in that section remained unchanged except for the removal of the parking reduction option (in exchange for tree preservation) since there is no parking credit or reduction option anywhere else in the city's code. Chair Covert asked about tree count under subsection 6 (species mix). Planner Bonner explained that the number of trees required is based off the size of the lot (a calculation based on the perimeter vs. street frontage of the lot) and the number of trees required is a calculation that is shown on the plans – not a number that the developer/designer just randomly picks. Planner Bonner also explained that, if for example the calculation determines 9.1 trees are needed, then 10 trees must be planted. In the tree preservation section (subsection 9), dead vs. dying trees were discussed and Planner Bonner explained when a tree would not be counted as “preserved” (i.e. not meeting all of the listed requirements to be considered both healthy and preserved). The commissioners then agreed that they were all consenting to the draft language presented.

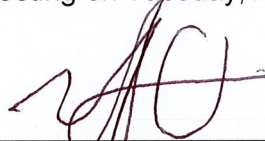
On page 8 of the language, Planner Bonner mentioned that Prohibited Uses are the primary topic of discussion to be covered yet by the group. She also mentioned that she had added a line to specify that outdoor display and storage would require a Special Use Permit. Signage was discussed again – lighting in particular. Colors on exterior building surfaces were talked about for several minutes. Director Barr said that he thought there might have been a color scheme (limitation) in the old highway overlay language. Corporate color schemes were mentioned. Commissioner Sudduth asked whether the code currently has a limitation on the number of colors allowed on a building. Director Barr responded that no there is not a current limit or color scheme. He added that a number could be added to the highway overlay language to create a maximum number of colors or a limit to the amount of area per color. Planner Bonner stated that she could not a reference to a specific color scheme or number in the old highway overlay district language (which has since been repealed). She continued by stating that there used to be a Town Center zoning district that did have a specific color scheme that had to be

met for signs in that district. That district, however, has also been repealed and no longer exists either. She read the description from the sign code referencing that old color scheme for the Town Center zoning district. Chair Covert asked about assigning colors to specific industries. Planner Bonner mentioned that if a specific color palette sample is referenced – either for an industry or supplier – then a complete set of the samples of the entire approved color palette options must be maintained in the office for staff to have for reference for any person that walks in the door – and there would remain the possibility that the color the person wants is a shade off of the approved palette. Vice Chair Dupuis mentioned that having color samples in the office would create a full-time job for someone to look at colors. Commissioner Sudduth agreed that selecting colors or color schemes sounds like something the Commission may not want to define. Chair Covert said that this sounds like something that we need to discuss again at the next workshop. Commissioner Sherman mentioned that maybe we limit the amount of area per color or the number of colors instead of limiting the actual color (by name). Commissioner Sudduth mentioned that we are trying to solve a problem for one instance that has happened in the last 25-30 years. Chair Covert asked about color on masonry. Vice Chair replied that masonry paint exists. Commissioner Englert mentioned that his church is a masonry building but has all been painted. Other commissioners mentioned other masonry buildings that have been painted. Commissioner Englert mentioned that most businesses try to limit to 3 colors. Several agree that limiting the number of colors may be the best way to try address color in the overlay district. Planner Bonner said she would try to have some language examples for the next workshop for the Commissioners to work from.

Planner Bonner mentioned that Prohibited Uses are the primary topic of discussion to be covered yet by the group. Those are the 2 other handouts in tonight's packet. She mentioned that she had removed all of the residential uses from the summary table of uses as well as all uses that only were allowed with a Special Use Permit. The other handout was part of the April 2007 discussion (date in the upper right corner) when the highway overlay language was first looked at years ago. She asked if anyone had looked at either table to make suggestions for what to include as permitted uses, what to not include (prohibited uses), or be selective in which uses to permit or prohibit. She mentioned that she had not made any suggestions as there is a lot of information to cover so this may need to be its own meeting. Director Barr said that he and Planner Bonner need to go through the list and figure out what should be removed because the use either isn't legal anymore or isn't something that Staff could recommend for inclusion in the overlay district. She asked if the commissioners want this as the topic of discussion for the next overlay district workshop? All nodded in agreement. She then asked the commissioners to think about how they want the final list sorted - alphabetically (like Exhibit vi) or by grouped by use type (like Exhibit vii)? Commissioner Sherman asked, so when we are done, there will only be one list? Planner Bonner said yes, but I need to know how do you want the final list organized for when we forward this district language to City Council. Commissioner Englert asked about residential still being off the list. Planner Bonner stated that if the Commissioners want residential and

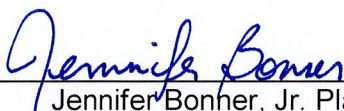
office no showing on the list, she can put the list together that way or if they want those zoning districts to show she can include them. She will include special use permits in the final list, but she just need to know after the discussion on uses, how the P&Z wants the list to look when the City Council sees it. Commissioner Englert confirmed that Office uses (example in Exhibit vi) are automatically allowed in Local Retail district; Local Retail automatically in Commercial; etc. up-zoning but you can't skip a zoning district. Director Barr said yes. It was agreed that including the office district uses should be on the final list. Planner Bonner also said the commissioners may find uses that they want eliminated completely from the table of uses, but those need to be noted for future discussions as right now the focus is on only the overlay district uses. Planner Bonner asked that if someone wants to share their notes, please them send to her – no reply all or DropBox (as that is illegal) – for her to send back to the rest of the Commissioners. She continued by asking if the commission wanted to split the list. They all voiced that they would rather look at everything individually as one person may be okay with a use, but someone else may have comments or questions about the same use. Planner Bonner also mentioned that she had the summary table of uses as a spreadsheet for those that are computer-literate and want a digit version for marking up. A list of commissioner that want the table that way was made for Planner Bonner to email the spreadsheet to.

With no other business to address, Chairman Covert adjourned the meeting at 7:55 p.m. Planner Bonner reminded everyone of the next P&Z meeting on Tuesday, April 24th at 6:30 p.m. in this room.



Raymond Covert
Planning and Zoning Commission Chairman

ATTEST:



Jennifer Bonner, Jr. Planner and
Planning and Zoning Commission Liaison