

**CITY OF VAN ALSTYNE**

**MINUTES**

**Planning & Zoning Commission Special Called Meeting  
and**

**City Council and Planning & Zoning  
Commission Joint Work Session Meeting**

Van Alstyne Community  
Center 262 N. Preston Ave

Members present: Jim Atchison, Herb Reed and Bob Hendricks.

Staff present: Jennifer Gould and Steve White.

**NOVEMBER 1, 2017  
6:30 P.M.**

Citizens may appear before the City Council to address items not listed on the agenda, in accordance with procedural rules as determined by the meeting Chair and by submitting a "Public Comment Form" form to the City Clerk no later than the conclusion of Agenda Item 3 (Pledges of Allegiance).

A "Public Comment Form" form is not necessary when speaking for or against a public hearing item.

Persons with disabilities who plan to attend this meeting and who may need assistance should contact Jennifer Gould at (903) 482-5426 at least 48 hours prior to the meeting so that appropriate arrangements can be made. All persons attending shall abide by the City of Van Alstyne Public Meeting Rules of Citizen and Visitor Decorum adopted by Resolution No. 02-2010-01.

Pursuant to Section 551.127, Texas Government Code, one or more Councilmembers or employees may attend this meeting remotely using videoconferencing technology. The video and audio feed of the videoconferencing equipment can be viewed and heard by the public at the address posted above as the location of the meeting.

**PLANNING & ZONING COMMISSION  
SPECIAL CALLED MEETING AGENDA**

1. Call to Order Special Called Meeting. *Jim Atchison called the meeting to order at 6:40pm.*

**PUBLIC HEARINGS.**

2. Conduct a Public Hearing regarding a request by the owner/agent of the property being described as an approximately 0.6176 acre tract of land from a Single Family Residential District – 1 (SF – 1) and Commercial District – 1 (C – 1) to Planned Development (PD) with a base zoning of Commercial District – 1 (C – 1) with parking lot, automobile and single family dwelling - detached as allowed additional uses. Also, a waiver to the masonry screening wall requirement, Area, Setback, Height, and Coverage Regulations and concrete parking material in the expansion of the parking is desired. The property is described as DIVISIONS VAN ALSTYNE, BLOCK 3, LOT PT OF SD 10, more commonly known as 475 W Van Alstyne Pkwy and 495 W Van Alstyne Pkwy (formerly known as 315 W Van Alstyne Pkwy). *The Public Hearing opened at 6:42pm. Lee Thomas asked what the requestor wants to do. Jim Atchison advised of the requestors desire. There being no further public comment the hearing closed at 6:45pm.*
3. Conduct a Public Hearing regarding a request by the owner/agent of the property being described as an approximately 32.8-acre tract of land from a Single Family Residential District – 1 (SF – 1)

zoning to Planned Development zoning. The property is described as a tract of land situated in the J. McKinney Survey, Abstract No. 770, City of Van Alstyne, Grayson County, Texas, the subject tract being a portion of a tract conveyed to Felix Land Partners, L.P. according to the deed recorded in Document No. 2007-00029339 of the Official Public Records, Grayson County, Texas, and being a portion of a tract conveyed to the Van Alstyne ISD, according to the deed recorded in Document No. 2016-17716, and being a portion of a tract conveyed to the Van Alstyne ISD, according to the deed recorded in Volume 1748, Page 251, Deed Records, Grayson County, Texas, and being a portion of a tract conveyed to the Van Alstyne ISD, according to the deed recorded in Volume 1071, Page 40, and being all of a tract conveyed to the Van Alstyne ISD, according to the deed recorded in Volume 1208, Page 799, generally located south of Van Alstyne Middle School (1314 N. Waco St), east of Greywood Drive, west of North Waco Street and north of Blassingame Avenue. *The Public Hearing opened at 6:45pm. Greg Helsel with Spiars Engineering advised that the zone change is requested to incorporate reduced front yard setbacks on 7 lots on the west end of the development, reduce the rear building setback to 20 feet on 10 lots and reduce the side yard setback to 5 feet on 111 lots. Vicky Cupit questioned the location of entrances to the development. Paul Nobles asked, what is the average home size to which Mr. Helsel answered, 1,800 to 3,00 square feet. There being no further questions the hearing closed at 6:52pm.*

#### ITEMS FOR CONSIDERATION

4. Consider and take any action necessary regarding approval of minutes from the September 20, 2017 regular meeting. *Bob Hendricks made a motion to approve the minutes as presented. Herb Reed seconded the motion and the motion passed unanimously.*
5. Consider and take any action necessary regarding a request by the owner/agent of the property being described as an approximately 0.6176 acre tract of land from a Single Family Residential District – 1 (SF – 1) and Commercial District – 1 (C – 1) to Planned Development (PD) with a base zoning of Commercial District – 1 (C – 1) with parking lot, automobile and single family dwelling - detached as allowed additional uses. Also, a waiver to the masonry screening wall requirement, Area, Setback, Height, and Coverage Regulations and concrete parking material in the expansion of the parking is desired. The property is described as DIVISIONS VAN ALSTYNE, BLOCK 3, LOT PT OF SD 10, more commonly known as 475 W Van Alstyne Pkwy and 495 W Van Alstyne Pkwy (formerly known as 315 W Van Alstyne Pkwy). *Jim Atchison described the concern of neighbors to the property. Herb Reed expressed concern for what might occur if/when the property sells. William Pacheco, the requestor advised that his long-term plan for the property is to move the residential home and replat the property into one lot to allow for further expansion of the business. Discussion regarding a screening wall or parking barrier such as a guard rail to protect the residential fences to the south of the subject property. Bob Hendricks made a motion to recommend approval of the requested zone change to PD with a base zoning of C – 1 with parking lot, automobile and single family dwelling – detached as allowed uses. The buildings should remain as they exist. There should be a fence/barrier added to protect the residential fences to the south and the parking lot should be upgraded to concrete as was required of the car lot on the north-west corner of FM 121 and Hwy 75. Herb Reed seconded the motion and the motion passed unanimously.*
6. Consider and take any action necessary regarding a request by the owner/agent of the property being described as an approximately 32.8-acre tract of land from a Single Family Residential District – 1 (SF – 1) zoning to Planned Development zoning. The property is described as a tract of land situated in the J. McKinney Survey, Abstract No. 770, City of Van Alstyne, Grayson County, Texas, the subject tract being a portion of a tract conveyed to Felix Land Partners, L.P. according to the deed recorded in Document No. 2007-00029339 of the Official Public Records, Grayson County, Texas, and being a portion of a tract conveyed to the Van Alstyne ISD, according to the deed recorded in Document No. 2016-17716, and being a portion of a tract conveyed to the Van Alstyne ISD,

according to the deed recorded in Volume 1748, Page 251, Deed Records, Grayson County, Texas, and being a portion of a tract conveyed to the Van Alstyne ISD, according to the deed recorded in Volume 1071, Page 40, and being all of a tract conveyed to the Van Alstyne ISD, according to the deed recorded in Volume 1208, Page 799, generally located south of Van Alstyne Middle School (1314 N. Waco St), east of Greywood Drive, west of North Waco Street and north of Blassingame Avenue. *Discussion was held regarding the lots with setback reductions. It was identified that a retaining wall will be added on the west side of the development, a masonry screening wall will be constructed along Blassingame Ave, a park dedication fee will be provided in lieu of property in an effort to improve North Park and expansion of Blassingame will occur in conjunction with the development of the subdivision. Bob Hendricks made a motion to recommend approval of the proposed zone change. Herb Reed seconded the motion and the motion passed unanimously.*

7. Consider and take any action necessary regarding a proposed final plat for Sanford Park being a 32.8 acre tract of land situated in the J. McKinney Survey, Abstract No. 770, City of Van Alstyne, Grayson County, Texas, the subject tract being a portion of a tract conveyed to Felix Land Partners, L.P. according to the deed recorded in Document No. 2007-00029339 of the Official Public Records, Grayson County, Texas, and being a portion of a tract conveyed to the Van Alstyne ISD, according to the deed recorded in Document No. 2016-17716, and being a portion of a tract conveyed to the Van Alstyne ISD, according to the deed recorded in Volume 1748, Page 251, Deed Records, Grayson County, Texas, and being a portion of a tract conveyed to the Van Alstyne ISD, according to the deed recorded in Volume 1071, Page 40, and being all of a tract conveyed to the Van Alstyne ISD, according to the deed recorded in Volume 1208, Page 799, generally located south of Van Alstyne Middle School (1314 N. Waco St), east of Greywood Drive, west of North Waco Street and north of Blassingame Avenue. *Len McManus advised that the proposed final plat conforms to zoning requirements subject to City Councils approval of the requested zone change. Bob Hendricks made a motion to recommend approval of the proposed final plat contingent on City Council's approval of the PD zoning. Herb Reed seconded the motion and the motion passed unanimously.*
8. Consider and take any action necessary regarding recommending appointment of an applicant to serve on the Planning and Zoning Commission, Place 3. *A second opening now exists due to the resignation of Lesley Thorpe. Jim Atchison suggested Wayne Womack be appointed if he is still interested in serving. Each commissioner thanked Paul Nobles for his willingness to serve but took no formal action regarding issuing a recommendation.*
9. Adjourn the Special Called Meeting. *Bob Hendricks made a motion to adjourn at 7:25pm. Herb Reed seconded the motion and the motion passed unanimously.*

#### CITY COUNCIL AND PLANNING AND ZONING JOINT WORK SESSION MEETING AGENDA

City Council members present: Mayor Larry Cooper, Teddie Ann Salmon, Brad Clough, Robert Jaska, Lee Thomas and Suzon Crowell (*via Skype*).

Planning and Zoning Commission members present: Jim Atchison, Herb Reed and Bob Hendricks.

Staff present: Jennifer Gould and Steve White.

10. Call to order the Joint Work Session Meeting. *Mayor Cooper called the City Council meeting to order at 7:30pm. Jim Atchison called the Planning and Zoning Commission meeting to order at 7:30pm.*

11. Consider and take any action necessary regarding presentation by McManus & Johnson Consulting Engineers relating to development standards and policies as follows:

I. PLANNING AND DEVELOPMENT

a. WHAT?

- i. ZONING ORDINANCE
- ii. SUBDIVISION ORDINANCE
- iii. OTHERS
  1. MASTER LAND USE PLAN
  2. MASTER THOROUGHFARE PLAN
  3. PLANNED DEVELOPMENTS (PD's)

b. WHERE?

- i. CITY LIMITS
- ii. EXTRATERRITORIAL JURISDICTION (ETJ)
- iii. COUNTY (DONUT HOLE)

c. WHEN?

- i. NEW DEVELOPMENT – VACANT LAND
  1. CITY LIMITS
    - a. ZONING ORDINANCE
    - b. SUBDIVISION ORDINANCE
    - c. MASTER PLANS
  2. ETJ
    - a. SUBDIVISION ORDINANCE
    - b. MASTER PLANS
  3. COUNTY
    - a. MASTER PLANS?

ii. IN-FILL DEVELOPMENT

iii. RE-DEVELOPMENT

iv. LAND USE DEFINITIONS

d. HOW?

- i. DEVELOPMENT STANDARDS
  1. ZONING ORDINANCE / PD
    - a. LOT SIZE / ORIENTATION
    - b. SETBACKS
    - c. MASONRY REQUIREMENTS
    - d. OTHERS
  - ii. INFRASTRUCTURE
    1. WATER & SEWER
      - a. MASTER PLANS
        - i. IMPACT FEES
        - ii. PRO RATAS
        - iii. DEVELOPMENT AGREEMENTS
    2. STREETS & DRAINAGE
      - a. MASTER THOROUGHFARE PLAN
        - i. ESCROWS
        - ii. DEVELOPMENT AGREEMENTS

e. WHY?

- i. LIMITED SERVICE / COMPLIANCE AREA
  1. CITY LIMITS = 4 SQUARE MILES
  2. ETJ = 70 SQUARE MILES – DONUT HOLE (XX SQUARE MILES)

3. COUNTY = XX SQUARE MILES
- ii. GROWTH STRATEGY
  1. GRAYSON COUNTY MASTER THOROUGHFARE PLAN – SPRING 2018
  2. GATEWAY PLANNING EFFORTS – EARLY 2018
  3. SUBDIVISION ORDINANCE - UPDATED 2015
  4. UPDATING MASTER ZONING ORDINANCE?
  5. OTHER

*Len McManus presented a planning, zoning and development review packet and advised of the information provided. Discussion was held regarding subdivision ordinance and master plan enforcement, parking lot requirements, the extraterritorial jurisdiction, the challenges of being in two counties, pro-rata agreements extended to developers, growth strategies, the possibility of an infill development policy and trends in home building and what is marketable. Suzon Crowell asked about the Sherman-Denison MPO growth projections for the Van Alstyne area. Mr. McManus advised of road improvements the MPO is working on with statistical data. Jim Atchison expressed favor for review and updating of the Zoning Ordinance and suggests pre-development conferences to allow the Planning and Zoning Commission to communicate with developers and provide feedback before costs are incurred. Herb Reed expressed concern for quality of living as recently approved planned developments seem to only concern living in the neighborhood and no play sort of activity. Bill Benton suggested fostering good relationships with developers to protect the quality of the community. Intergovernmental communication is necessary to eliminate surprises when packets are received.*

12. Adjourn Joint Work Session. *Teddie Ann Salmon made a motion to adjourn the City Council meeting at 8:51pm. Brad Clough seconded the motion and the motion passed unanimously. Bob Hendricks made a motion to adjourn the Planning and Zoning Commission meeting at 8:51pm. Herb Reed seconded the motion and the motion passed unanimously.*

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Larry Cooper, Mayor

ATTEST:

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Jennifer Gould, City Clerk