

**AGENDA  
BENBROOK PLANNING AND ZONING COMMISSION  
THURSDAY, APRIL 14, 2022  
911 WINSOTT ROAD  
PRE-COMMISSION WORK SESSION, 7:00 P.M.  
CENTRAL CONFERENCE ROOM**

1. Review and Discuss Items for the Regular Meeting
  
2. Review Items Administratively Reviewed/Approved by Staff

**REGULAR MEETING, 7:30 P.M.  
COUNCIL CHAMBERS  
ALL AGENDA ITEMS ARE SUBJECT TO FINAL ACTION**

- I. CALL TO ORDER**
  
- II. CITIZEN COMMENTS ON ANY AGENDA ITEM**
  
- III. MINUTES**
  - A. Approve Minutes Of The Regular Meeting Held On March 10, 2022.**

Documents:

[PZ MINUTES 03102022.PDF](#)
  
- IV. REPORTS BY CITY STAFF**
  
- V. COMMISSION MEMBER AND STAFF COMMENTS**
  - A. Announcements from Planning and Zoning Commission members and City Staff may be made for items to include: expression of thanks; congratulations; condolence; recognition of public officials, employees or citizens; information regarding holiday schedules; reminders of community events or announcements involving an imminent threat to the public health and safety of the municipality that has arisen after the posting of the agenda. No discussion or formal action may be taken on these items at this meeting.
  
- VI. ADJOURNMENT**

**MINUTES  
OF THE MEETING OF THE  
CITY OF BENBROOK  
PLANNING AND ZONING COMMISSION  
REGULAR MEETING  
THURSDAY, MARCH 10, 2022**

The regular meeting of the Planning and Zoning Commission of the City of Benbrook was held on Thursday, March 10, 2022, at 7:30 p.m. in the Council Chambers at 911 Winscott Road with the following members present:

David Ramsey  
John Logan  
Alfredo Valverde – Chair  
Brandon Ellison  
Matthew Wallis  
Beth Jones  
Leah Rodriguez

Absent: Jon Craver  
Damon Farrar

Also present: Jim Hinderaker Assistant City Manager  
Doug Howard City Planner  
Caroline Stewart Assistant City Planner,  
Acting Recording Secretary  
Heath Haseloff City Engineer

**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 February 10, 2022.**

Motion by Commissioner Ramsey to approve the minutes of the February 10<sup>th</sup> meeting. Seconded by Commissioner Jones. The presiding officer called the question.

Vote on the motion:

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

Noes: None

Abstain: Mr. Logan and Mr. Ellison

Motion carried: 5 – 0 – 2

#### IV. REPORTS OF CITY STAFF

**A. Northeast Winscott** – A 69-acre commerce development situated in the James Cambo Survey, Abstract No. 362 and the John Laneri Survey, Abstract No. 1964, generally located at the northeast corner of Winscott Road and I.H. 20/820, and zoned “G-PD” Commerce Planned Development District.

1) **RP-22-02 Final Plat** – Consider approval of a 63-acre, 4 lot, non-residential subdivision.

Doug Howard, City Planner, presented the staff report and recommended approval subject to staff comments and staff analysis, as contained in and attached to the staff report.

No questions from the commission for staff.

The applicant, Miles Terry with Jackson Shaw, was available for questions and asked for approval from the commission.

Motion by Commissioner Wallis to approve, with conditions, the Final Plat, number RP-22-02, subject to staff comments and staff analysis, as contained in and attached to the staff report. Seconded by Commissioner Ellison. The presiding officer called the question:

Vote on the motion:

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

Noes: None

Abstain: None

Motion carried: 7 – 0 – 0

2) **SP-22-01 Site Plan** – Consider approval of a site plan for the Northeast Winscott project.  
**[PUBLIC HEARING]**

Doug Howard, City Planner, presented the staff report and recommended approval subject to staff comments and staff analysis, as contained in and attached to the staff report.

Commissioner Wallis asked if there had been any changes to the exhibits showing access to Winscott Road on Lot 1. Mr. Howard stated the landscape plans showed the access; however, the access has been removed from the design and will be removed from all plans.

Commissioner Wallis asked if the sidewalks and screening walls would overlay. Mr. Howard stated there is room in the existing right-of-way for the sidewalks and the screening walls would be located on their property.

The applicant, Miles Terry with Jackson Shaw, was available for questions.

Commissioner Ellison asked the applicant to further explain their alternative tree preservation plan and how the proposal meets or exceeds city ordinance. Jeff Landon, Kimley-Horn, explained their request and how they conform to city ordinances.

Commissioner Ellison asked to clarify the areas to be preserved. Mr. Landon confirmed the areas of preservation and how they are going to protect the trees.

Commissioner Ellison asked for further explanation about the access point widths and if they are adequate for larger vehicles. Mr. Landon stated they modeled the drive widths based on larger vehicles to ensure they can make the turn and are working with TxDOT on the access drives to the 820-frontage road.

Commissioner Wallis stated he was concerned with the access to Winscott Road. Mr. Landon stated the only access to Winscott Road and this is designed only for passenger vehicle access not larger vehicles.

Commissioner Wallis asked the applicant to elaborate if there was a warranty period on the trees to be planted, asked if there was an urgency to get the plans approved now with there being so many staff comments, and when the next phase of the development will come in and if there were any tenants lined up. Mr. Landon and Mr. Terry stated they are going to ensure the landscaping is above and beyond what is required, they are meeting all mitigation requirements, and they are still working on the next phase and have no tenants lined up just yet. Caroline Stewart, Assistant City Planner, stated with the tree mitigation requirements, the applicant will have to provide a 2-year surety bond or cash deposit for the trees planted for mitigation to ensure they are established.

Commissioner Ellison asked if Jackson-Shaw was going to own the buildings long-term. Mr. Terry stated the way their business operates, they would sell the properties.

Mr. Howard stated staff will be looking at the final construction documents to ensure full compliance. Based on what has been submitted, Staff believes compliance is achievable and is a better alternative to what is existing.

Commissioner Ramsey asked for clarification that if the commission approves the site plan with conditions, nothing will happen until staff comments are satisfied. Mr. Howard stated this is correct.

Commissioner Ellison made a comment stating he appreciates the applicant is trying to exceed standards.

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

Commissioner Logan stated he feels the applicant is meeting and exceeding standards and is confident city staff will ensure compliance.

Motion by Commissioner Ramsey to approve Site Plan SP-22-01, subject to staff comments and staff analysis, as contained in and attached to the staff report. Seconded by Commissioner Logan. The presiding officer called the question:

Vote on the motion:

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

Noes: None

Abstain: None

Motion carried: 7 – 0 – 0

- 3) **ME-22-01 Meritorious Exception** – Consider approval for alternative architectural requirements for the Northeast Winscott project. **[PUBLIC HEARING]**

Doug Howard, City Planner, presented the staff report and recommended approval subject to staff comments and staff analysis, as contained in and attached to the staff report.

No questions from the commission for staff.

The applicant, Miles Terry with Jackson Shaw, presented changes to the request: including removing two points of entry (east and west elevations) on Building 3 and adding windows to the dock side of all buildings.

Commissioner Ellison asked for clarification on exactly which building they were removing the two points of entry from. Mr. Terry further explained which building this was.

Commissioner Wallis asked if the examples of other projects Jackson-Shaw has completed as shown at the December 12, 2021 Planning and Zoning meeting and asked if, under normal circumstances, this would not come to the commission for consideration. Mr. Terry stated they did not bring examples to this meeting. Mr. Howard confirmed, under normal circumstances, this would not be presented to the commission.

Mr. Terry stated if they do not match what is approved they will have to come back to the commission for another approval. Mr. Howard confirmed the construction drawings must match what is approved.

Mr. Howard entered the slide from the city PowerPoint showing the elevation change as Exhibit A, held the record. Mr. Howard also gave an example of a motion the commission could make in favor of the applicant's proposal.

Commissioner Ramsey asked about how many employees will the buildings employ and will they be operating 24/7. Mr. Terry stated they performed an economic impact study to estimate the number of employees and explained a typical schedule scenario they see.

Commissioner Ellison asked if the number of employees included the undeveloped lot and if there were any zoning regulations on operation hours. Mr. Terry stated this did not include the undeveloped lot. Mr. Howard stated there are no restrictions in this zoning district or this type of use.

Motion by Commissioner Wallis to approve ME-22-01 as presented and to include the architectural options as depicted in Exhibit A and adding windows to the dock side of all buildings. Seconded by Commissioner Rodriguez. The presiding officer called the question:

Vote on the motion:

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

Noes: None

Abstain: None

Motion carried: 7 – 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 8:33 p.m.

**APPROVED \_\_\_\_\_, 2022**

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**Chair/Presiding Officer**