

**MINUTES  
OF THE MEETING OF THE  
CITY OF BENBROOK  
PLANNING AND ZONING COMMISSION  
REGULAR MEETING  
THURSDAY, JUNE 10, 2021**

The regular meeting of the Planning and Zoning Commission of the City of Benbrook was held on Thursday, June 10, 2021, at 7:30 p.m. in the Council Chambers at 911 Winscott Road with the following members present:

David Ramsey  
John Logan  
Brandon Ellison  
Jon Craver – Presiding Officer  
Beth Jones  
Leah Rodriguez  
Damon Farrar

Absent: Matthew Wallis

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 Craver, called the meeting to order at 7:32 p.m.

**II. CITIZEN COMMENTS ON ANY AGENDA ITEM**

The presiding officer asked for any citizen comments on any agenda item, including those participating via telephone conference. There were no calls and no one in attendance spoke.

**III. MINUTES**

**A. Approve Minutes of the Regular Meeting Held on April 8, 2021.**

Motion by Commissioner Ramsey to approve the minutes of the April 8<sup>th</sup> meeting. Seconded by Commissioner Farrar. The presiding officer called the question.

Vote on the motion:

Ayes: Mr. Ramsey, Mr. Logan, Mr. Ellison, Mr. Craver, Ms. Rodriguez, and Mr. Farrar

Noes: None

Abstain: Ms. Jones

Motion carried: 6 – 0 – 1

#### IV. REPORTS OF CITY STAFF

##### A. Conditional Use Permit

- 1) CUP-21-02 – A request for approval of a Conditional Use Permit for the installation of a roof mounted solar energy system, with a total surface area greater than 1,000 square feet, located at 4321 Springbranch Drive, legally described as Lot 6 and the south 30 feet of Lot 5, Block 2, Brooks-Moreland Addition. [PUBLIC HEARING]

Caroline Stewart, Assistant City Planner, presented the staff report and recommended approval to the Planning and Zoning Commission.

The applicant's representative was available for questions. There were no questions from the Commission.

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

Motion by Commissioner Farrar to approve the conditional use permit for the installation of a roof mounted solar energy system with a total surface area greater than 1,000 square-feet located at 4321 Springbranch Drive, described as Lot 6, item number CUP-21-02. Seconded by Commissioner Rodriguez. The presiding officer called the question:

Vote on the motion:

Ayes: Mr. Ramsey, Mr. Logan, Mr. Ellison, Mr. Craver, Ms. Jones, Ms. Rodriguez, and Mr. Farrar

Noes: None

Abstain: None

Motion carried: 7 – 0 – 0

Caroline Stewart gave the next steps for the applicant.

##### B. Benbrook Boulevard Addition

- 1) FP-21-03 – Benbrook Boulevard Addition. A request to approve a Final Plat for 1.4628 acres for a fast-food/fast-casual development.

Doug Howard, City Planner, presented the staff report and recommended approval to the Planning and Zoning Commission.

Commissioner Ramsey, Commission Logan, and Commissioner Ellison asked questions about the development of the site, utility easements and drainage easement. Both Mr. Howard and Heath Haseloff, City Engineer, responded to questions.

The applicant was available for questions. There were no questions from the Commission.

Motion by Commissioner Logan to approve, with conditions, Final Plat number FP-21-03 as presented and subject to staff analysis and comments, as contained in the staff report. Seconded by Commissioner Ramsey. The presiding officer called the question:

Vote on the motion:

Ayes: Mr. Ramsey, Mr. Logan, Mr. Ellison, Mr. Craver, Ms. Jones, Ms. Rodriguez, and Mr. Farrar

Noes: None

Abstain: None

Motion carried: 7 – 0 – 0

- 2) SP-21-03 – Consideration of a site plan, submitted in conjunction with the Benbrook Boulevard Addition final plat application, for the remodel and redevelopment of a fast-food restaurant and the development of a new fast-casual restaurant. The two sites total approximately 1.5 acres of land and are situated in the J. Stephens Survey, Abstract Number 1494 and the H. Covington Survey, Abstract Number 257, Tarrant County, Benbrook, Texas. The property is zoned “HC-PD1” Highway Corridor Planned Development District, “HC” Highway Corridor District and is located within the Benbrook Boulevard Corridor Overlay District. The site is generally located on the southwest corner of the Benbrook Field Drive and Benbrook Boulevard intersection (8522 & 8528 Benbrook Boulevard). [PUBLIC HEARING]

Doug Howard, City Planner, presented the staff report and recommended approval to the Planning and Zoning Commission.

Commissioner Ramsey asked if the entire property would become a part of the “PD” zoning as they are having to follow these regulations or would it remain split? Mr. Howard stated it would take a rezoning to make the entire site one zoning district but, the site plan shows compliance with both zoning district regulations.

Commissioner Logan asked if parking/drive aisles are allowed over the drainage easement, does the engineer approve of this, and is this easement underground? Mr. Howard stated paving is allowed over the drainage easement and with TxDOT approval there should be no issues as the drainage system is underground.

The applicant was available for questions. There were no questions from the Commission.

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

Motion by Commissioner Rodriguez to approve Site Plan number SP-21-03 subject to staff’s analysis and comments, as provided within the staff report. Seconded by Commissioner Jones. The presiding officer called the question:

Vote on the motion:

Ayes: Mr. Ramsey, Mr. Logan, Mr. Ellison, Mr. Craver, Ms. Jones, Ms. Rodriguez, and Mr. Farrar

Noes: None

Abstain: None

Motion carried: 7 – 0 – 0

Doug Howard gave the next steps for the applicant.

### C. BASIS Benbrook Primary Campus Addition

- 1) FP-21-04 – BASIS Benbrook Primary Campus Addition. A request to approve a Final Plat for 6.526 acres for a charter school development.

Doug Howard, City Planner, presented the staff report and recommended approval to the Planning and Zoning Commission.

Commissioner Ellison asked if this were to be dedicated with ROW and a use does not need dedicated ROW, is there a way to give back the dedicated ROW to the property owner? Mr. Howard stated if a future use does not require the ROW dedication and the plat can be vacated to return the ROW to the property owner.

The applicant, Darin Jennings with JQ Engineering, gave a presentation for both the Final Plat and Site Plan items.

Commissioner Ellison asked if this site will take on additional students/other grades in the future and what the projected enrollment was for the school? Mr. Jennings stated this site will be K-5 only with no projected expansion and the enrollment is roughly 700 students.

Motion by Commissioner Logan to approve, with conditions, Final Plat number FP-21-04 as presented and subject to staff analysis and comments, as contained in the staff report. Seconded by Commissioner Farrar. The presiding officer called the question:

Vote on the motion:

Ayes: Mr. Ramsey, Mr. Logan, Mr. Ellison, Mr. Craver, Ms. Jones, Ms. Rodriguez, and Mr. Farrar

Noes: None

Abstain: None

Motion carried: 7 – 0 – 0

- 2) SP-21-04 – Consideration of a site plan, submitted in conjunction with the BASIS Benbrook Primary Campus Addition final plat application, for the development of a charter school on approximately 6.5 acres of land situated in the J.M. Evans Survey, Abstract Number 466, Tarrant County, Benbrook, Texas. The property is zoned “HC-PD1” Highway Corridor Planned Development District and is located within the Benbrook Boulevard Corridor Overlay District. The property is generally located northeast of the Vista Way and Sproles Drive intersection. [PUBLIC HEARING]

The applicant, Darin Jennings with JQ Engineering, further expanded on the Site Plan request and presented documents with details of the site and their proposal, (Exhibit A, held in record).

Commissioner Ellison asked questions regarding grading, traffic, and parking. Mr. Jennings answered the questions regarding grading. Kelly Parma with Lee Engineering, answered questions regarding the parking and Traffic Impact Analysis.

Commissioner Ramsey asked City Staff if the west side of Vista Way will have traffic signs? Mr. Howard stated any traffic signs would require Council action, so additional requirements outside of what is typically done for schools would require an ordinance.

Commissioner Ramsey also asked the applicant if there are to be after school activities, and if there would be a field with lights that would be on later in the day due to the activities? Mr. Jennings state there may be some academic after school activities, but they will have no field with activities after school.

Commissioner Farrar asked for a better explanation of the drives aisles off of Vista Way. Mr. Parma and Mr. Jennings responded with an explanation of the entrance and exits.

Doug Howard, City Planner, presented the staff report including the development process explanation to include the zoning, platting and permitting steps. He explained the site plan, gave a summary of the staff analysis, and discussed citizen comments received prior to the public hearing regarding traffic, safety and final site conditions (Exhibit B, held in record). Staff recommended approval with the following conditions:

1. Submit revised plans, showing compliance with all city ordinances, regulations, and policies, to be reviewed administratively by city staff; and
2. Applicant shall receive all necessary approvals from TXDOT, Benbrook Water Authority (BWA), and any other applicable outside agencies.

Commissioner Ramsey asked if the TIA recommendations were included in the conditions to follow in the motion and what other uses could be located on this property besides a school. Mr. Howard stated that the TIA recommendations are included in the recommended motion.

Commissioner Rodriguez asked if the planning and zoning commission could address the concerns regarding parking on the streets in the adjacent neighborhood? Mr. Howard stated that only City Council can adopt regulations for the street.

The presiding officer asked for public comment at 9:08pm. Andrew MacDonald (300 Bluffside Trail) spoke in favor and voiced concerns regarding the item.

The following spoke in opposition for the item: David Hafer (569 Sterling Drive) presented a letter with his recommendations to the Commission (Exhibit C, held in record), John Gustis (8916 Armstrong Court), Timothy Westscott (517 Sterling Drive), Michael Ryan (301 Sterling Drive), Sandeep Menon (304 Stratford Drive) spoke in opposition of the item. Comments included concerns regarding the following: traffic, safety and parking.

Darin Jennings, with JQ Engineering, addressed the concerns regarding safety, traffic and parking. Kelly Parma, with Lee Engineering, addressed traffic and parking concerns as well.

Commissioner Ramsey asked how long the merge lane is, why there are 2 lanes in the north exit, and if there was always going to be one way for circulation. Mr. Jennings responded with the turn lane length design, the purpose of the two lanes and only during drop-off and pick-up it will be right turn only out of the school.

Commissioner Farrar asked to repeat the numbers of stacking spaces comparison. Mr. Parma responded with the general comparison numbers of public school stacking requirements and what the charter school is providing.

Commissioner Ellison asked if they could establish restriction of no left turn into school and spoke about concerns regarding traffic brought up by citizens. Mr. Jennings responded stating there will be procedures taken to prevent left turns into the school from Vista Way and how the school will help prevent parking in the adjacent neighborhood. Mr. Parma explained the traffic plan on Vista Way around the school.

Commission Craver asked for clarification on the exact circulation plan. Mr. Jennings explained how the circulation would work.

Commissioner Ramsey stated it appears the citizens' biggest concern was regarding traffic. Mr. Jennings explained how the traffic signal will help with the citizen concerns.

Commissioner Craver asked staff if the Commission could do anything to make a recommendation to City Council. Mr. Howard stated including the TIA in the motion was fine, but recommending an action to the City Council would require appropriate notification. Also, typically only zoning related items are recommended to the City Council and he was not sure if they could recommend other items outside of zoning to Council and would need to look into it further.

Commissioner Logan asked if they could include in the motion a recommendation to City Council. Mr. Howard stated that at a future meeting, the Commission could vote to recommend various items to the Council; however, before any action is taken by the Commission must be appropriately notified and placed in the agenda.

Commissioner Ellison asked if the City Council would be foreclosed to consider this in the future or does it have to be tied to this item, and stated how he can see how traffic lights will help with traffic. Mr. Howard stated the City Council can act on any issues, should any arise from citizens.

Commissioner Farrar asked when will the city get involved to help with traffic if needed and if including the TIA would be an item of support. Mr. Howard stated the city will work to address issues that may arise and the TIA would be used in consideration.

The presiding officer closed the public comment period at 9:59pm.

Motion by Commissioner Ramsey to approve Site Plan SP-21-04 with the following conditions:

1. Submit revised plans, showing compliance with all city ordinances, regulations, policies, and the Traffic Impact Analysis recommendations to be reviewed administratively by city staff; and
2. Applicant shall receive all necessary approvals from TXDOT, Benbrook Water Authority (BWA), and any other applicable outside agencies.

Seconded by Commissioner Ellison. The presiding officer called the question:

Vote on the motion:

Ayes: Mr. Ramsey, Mr. Logan, Mr. Ellison, Mr. Craver, Ms. Jones, Ms. Rodriguez, and Mr. Farrar

Noes: None

Abstain: None

Motion carried: 7 – 0 – 0

Doug Howard gave the next steps for the applicant and let the audience/citizens know that city staff is available to answer any future questions. Commissioner Ramsey thanked the citizens for coming out and presenting any concerns or support and recommended they go to City Council with any concerns the planning and zoning commission was not able to address.

## **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.

Doug Howard spoke in regards to future potential Planning and Zoning Commission meetings.

## VI. ADJOURNMENT

The presiding officer adjourned the meeting at 10:05 p.m.

APPROVED August 12, 2021

  
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Chair/Presiding Officer