COMMISSIONERS PRESENT
John Muns, Chair
M. Nathan Barbera, 1st Vice Chair
Bob Gibbons, 2nd Vice Chair
Rick Horne
Arthur Stone
Allan Samara
David Downs
Gwen Walters

STAFF PRESENT
Christina Day, Director of Planning
Paige Mims, City Attorney
Michelle D’Andrea, Deputy City Attorney
Eric Hill, Senior Planning Manager
Michael Bell, Comprehensive Planning Manager
Caleb Thornhill, Director of Engineering
Karen Rhodes, Director of Budget & Research
Gerald Cosgrove, Director of Public Works
Renee Jordan, Park Planning Manager
Jim Razinha, Facilities Division Manager
Andrea Madison, Lead Planner
Christina Sebastian, Lead Planner
Meredith Herbst, Planner
Donna Falletta, Planner
Muzairi Riaz, Planner
Kelsey Poole, Planner
Linette Magaña, Administrative Support Supervisor
Karen Suiter, Senior Administrative Assistant

CONSULTANTS PRESENT
Dan Sefko, Freese and Nichols, Inc.
Daniel Harrison, Freese and Nichols, Inc.

Chair Muns convened the Commission into the Preliminary Open Meeting on Monday, August 3, 2020, at 6:03 p.m. via videoconference. A quorum was present.

Chair Muns stated at 6:05 p.m. that the Planning & Zoning Commission would convene into Executive Session in compliance with Chapter 551, Government Code, Vernon’s Texas Codes, Annotated in order to consult with Michelle D’Andrea, Deputy City Attorney, and receive Legal Advice (Section 551.071) for which a certified agenda is not required.

Chair Muns reconvened the Commission into the Preliminary Open Meeting at 6:50 p.m. Questions were asked and discussion was held on the agenda for the August 3, 2020, Commission meeting. Four zoning cases are scheduled to be presented.
Questions were asked and discussion was held on the agenda for the August 17, 2020, Commission meeting. Three zoning cases are scheduled to be presented.

Director of Planning Day presented an update of relevant items from City Council.

There being no further discussion, Chair Muns adjourned the Preliminary Open Meeting at 7:00 p.m.

Chair Muns convened the Regular Session to order at 7:01 p.m. via videoconference. A quorum was present. Chair Muns led the Commission in the Pledge of Allegiance.

COMMENTS OF PUBLIC INTEREST

There were no comments of public interest.

CONSENT AGENDA

Upon a motion made by Commissioner Downs and seconded by Commissioner Stone, the Commission voted 7-0 to approve all items on the Consent Agenda as follows:

Approval of Minutes for July 20, 2020 (Consent Agenda Item “a”).

Project #FP2020-014 for a Final Plat for Wynwood Villas for 61 single-family residence attached lots and three common area lots on 4.2 acres located on the north side of Wynwood Drive, 280 feet west of Wyngate Boulevard. Zoned Planned Development-207-Retail and located within the 190 Tollway/Plano Parkway Overlay District. Applicant: Wynwood Townhomes, LLC (Consent Agenda Item “b”).

Project #FP2020-016 for a Final Plat for City of Plano Police Substation, Block A, Lots 1 & 2 for a public safety building and park on two lots on 4.9 acres located at the southwest corner of McDermott Road and Robinson Road. Zoned Neighborhood Office. Applicant: City of Plano (Consent Agenda Item “c”).

END OF CONSENT

ITEMS FOR INDIVIDUAL CONSIDERATION

PUBLIC HEARING ITEMS

Public Hearing: Proposed 2020-2021 Community Investment Program

This is a request for a public hearing, discussion, and direction regarding the proposed 2020-2021 Community Investment Program (CIP). Applicant: City of Plano (Public Hearing Agenda Item “1”). Staff recommended approval subject to the Planning & Zoning Commission finding that the 2020-2021 CIP projects are consistent with the city’s Comprehensive Plan.

Chair Muns opened the public hearing. City Staff Renee Jordan, Parks Planning Manager; Caleb Thornhill, Engineering Director; Jim Razinha, Facilities Division Manager; Karen Rhodes,
Director of Budget & Research; and Gerald Cosgrove, Director of Public Works, all presented updates and were available to answer questions from the Commission. No one else registered to speak. Chair Muns closed the public hearing.

Upon a motion made by 1st Vice Chair Barbera and seconded by Commissioner Stone, the Commission voted 8-0 to approve the item finding that the 2020-2021 CIP projects are consistent with the city’s Comprehensive Plan.

Public Hearing: Zoning Case 2020-001

Project #ZC2020-001. This is a request for a Specific Use Permit for Independent Living Facility on 3.9 acres located on the west side of Premier Drive, 550 feet north of Enterprise Drive, and to rescind Specific Use Permit No. 31 (S-31) for Day Care Center, but only to the extent that S-31 applies to the subject property. Zoned Corridor Commercial with Specific Use Permit No. 31 for Day Care Center. Tabled April 6, 2020, April 20, 2020, May 18, 2020, June 15, 2020, and July 20, 2020. Applicant: United Pentecostal Church of Plano Texas (Public Hearing Agenda Item “2A”). Staff recommended denial.

Chair Muns opened the public hearing. Applicant Representatives Ryan Combs of Gardner Capital; Myron Doric of Jackson Walker; Emily Pierson of Wrightson, Johnson, Haddon and Williams, Inc.; and Adam Everett of Cross Architects, spoke in support of the item and were available to answer questions from the Commission. Applicant Paul Cook of United Pentecostal Church of Plano spoke in support of the item and was available to answer questions from the Commission. Citizens Paula Smoleyak, Emmanuel Umoh, Dan Rigdon, Efie Akwaowo, and James Stafford spoke in support of the item. No one else registered to speak. Chair Muns closed the public hearing.

Upon a motion made by Commissioner Downs and seconded by Commissioner Samara, the Commission voted 8-0 to approve the item as submitted by the applicant.

Revised Preliminary Site Plan & Concept Plan: Central Center, Block A, Lots 1 & 2

Projects #RPSP2020-004 and #CP2020-002. This is an independent living facility and religious facility on two lots on 7.7 acres located on the west side of Premier Drive, 550 feet north of Enterprise Drive. Zoned Corridor Commercial with Specific Use Permit No. 31 for Day Care Center. Applicant: United Pentecostal Church of Plano Texas (Public Hearing Agenda Item “2B”). Staff recommended denial.

Chair Muns opened the public hearing. No one registered to speak. Chair Muns closed the public hearing.

Upon a motion made by Commissioner Downs and seconded by Commissioner Stone, the Commission voted 8-0 to approve the item subject to City Council approval of Zoning Case 2020-001.

Public Hearing: Zoning Case 2020-003

Project #ZC2020-003. This is a request to amend Article 11 (Overlay Districts) and related sections of the Zoning Ordinance pertaining to Neighborhood Conservation Districts. Tabled June
15, 2020. **Applicant: City of Plano** (Public Hearing Agenda Item “3”). Staff recommended approval as follows:

**Amend Article 11 (Overlay Districts) of the Zoning Ordinance, such portion to read as follows:**

11.1000 Neighborhood Conservation Overlay Districts

.1 **Purpose**
The purpose of a neighborhood conservation district is to protect established neighborhoods that have a distinct scale, design, character, unique physical features, or importance to the community; and to protect an area’s overall historic, architectural, or cultural identity from incompatible development. Designation of these districts should be driven by owners and residents to protect the individual characteristics of the neighborhood deemed important to them. Areas designated on the zoning map by an “NCD” will indicate a neighborhood conservation district.

.2 **Types**

A. **Planning Model**
The planning model is intended to protect the scale, rhythm, streetscape, and general form and character of established neighborhoods by providing enhanced development standards customized to the unique characteristics of the district. Standards should include clear, measurable, and non-discretionary development regulations applied to new construction, additions, and exterior alterations only. Standards for specific architectural styles are not permitted.

i. **Enhanced Development Standards**
Examples of enhanced development standards that may be customized for the district include, but are not limited to, the following:

a. Area, Yard, and Bulk Requirements;

b. Parking and Loading;

c. Screening, Fencing, and Wall Regulations;

d. Exterior Wall Construction Standards;

e. Landscaping and Tree Preservation;

f. Building Additions and Accessory Structures;

g. Roof Profile; and

h. Driveway Location and Materials
ii. Review Required
All new construction, additions, and exterior alterations regulated by a designated Neighborhood Conservation District shall require a building permit issued by the Building Official or his/her designee.

B. Architectural Model
The architectural model is intended to protect architectural or historic style as well as overall scale, rhythm, streetscape, and general form and character of an established neighborhood.

i. Enhanced Development Standards
In addition to the enhanced development standards of the Planning Model, this model may regulate architectural style through the Certificate of Compliance review process.

ii. Review Required
All new construction, additions, exterior alterations, or other ancillary site improvements regulated by an adopted neighborhood conservation plan within a designated Neighborhood Conservation District shall require a Certificate of Compliance from the City of Plano. Certificates of Compliance for new construction or additions must be submitted in association with, or in addition to, a required building permit. Certificates of Compliance shall be submitted in the form prescribed by the Director of Planning or designee.

.3 Neighborhood Conservation Plan
Adoption of a neighborhood conservation plan is required prior to, or concurrent with, designation of a Neighborhood Conservation District. The plan may be as general or as detailed as desired by the neighborhood, but shall contain, at a minimum, the enhanced architectural and development standards unique to the district.

A. Components
Recommended components of a neighborhood conservation plan include:

i. Introduction
This section should include items such as a description of the neighborhood initiative, timeline of events, and summary of the district.

ii. Neighborhood Profile
This section should contain a brief history of the neighborhood, demographics, setting, existing conditions, map of the proposed district boundaries, a list of addresses within the district, and a survey and description of architectural styles and features located within the district.
iii. Goals and Objectives
   This section should describe the intent of creating the district, what features or character are unique or significant to the district, and may include the neighborhood's goals and objectives related to land use, housing, community identity, traffic, or congestion.

iv. Design Standards
   This section should include the enhanced architectural and development standards that are unique to the district.

v. Administration
   This section should describe what types of new construction, exterior alterations, additions, and ancillary improvements are subject to review/permitting and the process for approval. If there are any specific incentives, they should also be listed here.

vi. Appendices
   This section should include any information relevant to the creation of the plan, such as a list of events and neighborhood meetings held, a copy of the petition, inventory and basic survey information (age, style, lot size, setbacks, use, materials) for properties in the district, and glossary of terms.

B. Effective Date
   An approved neighborhood conservation plan shall become effective upon designation of the associated district.

.4 Restrictions

A. Uses
   Uses permitted within the district shall only be those uses allowed by the base zoning district.

B. Routine Maintenance and Minor In-kind Repair and Replacements
   A neighborhood conservation district may not regulate routine maintenance or minor in-kind repair or replacement, as defined by the Heritage Preservation Ordinance, of any exterior architectural feature of a structure located in a neighborhood conservation district.

C. Demolitions
   A neighborhood conservation district may not regulate demolition of structures within the district.

D. Emergency Repair
   If a property within a neighborhood conservation district is unexpectedly and involuntarily damaged and additional deterioration is likely to occur without immediate repair, the Director of Planning, or designee, may authorize the property owner, or agent on behalf of the property owner, to take temporary measures to stabilize and protect the structure. In such cases, the property owner, or agent on behalf
of the property owner, shall apply for a Certificate of Compliance, if required, within ten (10) calendar days of completion of the emergency corrective measures.

E. Building Permit and Site Plan Approval
Unless otherwise excepted by this article, a Certificate of Compliance must be approved prior to, or concurrent with, issuance of required building permits and site plan approvals. Issuance of any necessary permits and approval of any plans from the Building Inspections, Planning, Public Works, or Environmental Health Departments are required with an approved Certificate of Compliance before work can commence.

.5 Designation Process

A. Petition
Any person or corporation having a proprietary interest in any property within a proposed district may initiate proceedings to adopt a neighborhood conservation plan or designate a neighborhood conservation district by submitting a written petition that includes the property owner signatures of at least sixty (60) percent of either the land area or the total number of lots or tracts of land within the proposed district. Land area for the purposes of this calculation shall exclude public property, streets, alley, and other public rights-of-way. Petitions shall be submitted to the Planning Department in the form required by the Director of Planning or designee. The associated neighborhood conservation plan shall be submitted as part of the petition application.

B. Validation
Upon receipt of a written petition, the Director of Planning or designee shall review the petition to confirm the required signatures have been provided and make a final determination as to which type of neighborhood conservation district shall apply. In all cases where a petition has been submitted pursuant to this section, the city shall presume that the persons whose signature appear on the petition are valid. The city may rely upon information posted on central appraisal district websites to determine ownership of property.

C. Procedure

i. Planning Model
Petitions for designation of a neighborhood conservation district shall proceed in the same manner as a petition for amendments of the Zoning Ordinance.

ii. Architectural Model
Petitions for designation of a neighborhood conservation district shall proceed in the same manner as a petition for amendments of the Zoning Ordinance, except that petitions for designation of an architectural model type neighborhood conservation district shall also require a public hearing and consideration by the Heritage Commission prior to consideration by the Planning & Zoning Commission. The Heritage Commission shall review the proposed neighborhood conservation district to determine whether the proposed standards are compatible with the architectural character of the neighborhood and are sufficiently clear to allow administrative review. A written courtesy notice shall be sent to all owners
of real property within 500 feet of the proposed district at least ten (10) calendar days prior to the Heritage Commission meeting.

D. Amendments/Removal
   The boundaries of the district or architectural and development standards may be amended or removed following the same procedures as initial designation. An adopted neighborhood conservation plan shall become null and void upon removal of its associated neighborhood conservation district designation.

.6 Criteria for Designation - Generally
   To qualify as a Neighborhood Conservation District, the area should generally meet all of the following criteria:

   A. The proposed district contains a minimum of four contiguous properties within a block or proximate properties abutting either side of the same street.

   B. At least seventy-five (75) percent of the land area, excluding right-of-way, in the proposed neighborhood is developed with primary habitable structures at least thirty-five (35) years or older.

   C. The proposed district possesses one (1) or more of the following distinctive architectural, physical, or visual characteristics that create a unified and recognizable setting, character or association:

      i. Scale, size, type of construction or unique building materials;

      ii. Setbacks, lot layouts, street layouts, sidewalks or alleys;

      iii. Natural or streetscape characteristics, such as parks, greenbelts, creeks, or street landscaping;

      iv. Abuts or links to designated heritage resources.

   D. The boundaries and number of properties in the proposed district are adequate to protect the distinctive architectural, physical, or visual characteristics identified as key to the district’s character in the associated neighborhood conservation plan. Gaps, holes, or other irregular shapes in the boundaries of a proposed district are discouraged.

   Amend Article 3.400 (Site Plan) of the Zoning Ordinance, such portion to read as follows:

   C. Additional Requirements
      In addition to meeting the requirements for site plan approval, the following approvals may be necessary prior to authorization for development (if applicable to the project):

      i. Preliminary or final plat or replat;

      ii. Engineering plans;
ii. Stormwater quality plan;

iv. Traffic Impact Analysis;

v. Landscape and irrigation plans;

vi. Tree preservation and protection plan;

vii. Facade plan;

viii. Certificate of Appropriateness; and

ix. Certificate of Compliance; and

ix-x. Other approvals as required by ordinance.

Chair Muns opened the public hearing. No one registered to speak. Chair Muns closed the public hearing.

Upon a motion made by Commissioner Downs and seconded by Commissioner Horne, the Commission voted 8-0 to approve the item as recommended by staff.

Public Hearing: Zoning Case 2020-014

Project #ZC2020-014. This is a request to amend Section 8.200 (Terms Defined), Section 10.700 (UMU, Urban Mixed-Use District), Section 10.800 (BG, Downtown Business/Government District), Section 13.900 (Accessory Building Regulations), Section 15.200 (Communications Antennas, Amateur and Commercial) and related sections of the Zoning Ordinance pertaining to necessary clarifications and improvements in regulations. Tabled July 20, 2020. (Public Hearing Agenda Item “4”). Staff recommended that the Commission accept staff’s request to table Zoning Case 2020-014 to the September 8, 2020, Planning & Zoning Commission meeting.

Chair Muns opened the public hearing. No one registered to speak. Chair Muns closed the public hearing.

Upon a motion made by Commissioner Horne and seconded by Commissioner Samara, the Commission voted 8-0 to accept staff’s request to table Zoning Case 2020-014 to the September 8, 2020, Planning & Zoning Commission meeting.

Public Hearing: Zoning Case 2020-017

Project #ZC2020-017. This is a request to amend Planned Development-87-Neighborhood Office on 4.6 acres located at the southwest corner of Parker Road and Townbluff Drive in order to modify development standards. Zoned Planned Development-87-Neighborhood Office with Specific Use Permit No. 215 for Commercial Antenna Support Structure. Applicant: Parker Office Plaza, LLC (Public Hearing Agenda Item “5A”). Staff recommended approval as follows:
(Proposed additions are indicated by underlined text.)

Restrictions:

1. No access allowed to Townbluff Dr.

2. Provision of a 3-foot high landscape berm adjacent to the residential lots on Townbluff Dr.

3. Additional permitted uses:
   a. Personal Service Shop
   b. Studio (Photographer, Musician, and/or Artist)

4. Standards for Parker Office Plaza, Block A, Lot 3:
   a. Maximum height for the building constructed in 1986: 3 stories, 45 feet
   b. Maximum height for the building constructed in 1986 may be extended to 48 feet where necessary to accommodate an elevator shaft.
   c. New buildings and building expansions are limited to the O-1 requirements for height, except as noted in 4a and 4b above.

Chair Muns opened the public hearing. Applicant Representative Gerald Luecke of Hodges Architecture spoke in support of the item and was available to answer questions from the Commission. No one else registered to speak. Chair Muns closed the public hearing.

Upon a motion made by 2nd Vice Chair Gibbons and seconded by Commissioner Stone, the Commission voted 8-0 to approve the item as recommended by staff.

Revised Preliminary Site Plan: Parker Office Plaza, Block A, Lots 2 and 3

Project #RPSP2020-009. This is a medical office; personal service shop; photographer, musician, and/or artist studio; commercial antenna support structure; and professional/general administrative office on two lots on 2.7 acres located on the south side of Parker Road, 120 feet west of Townbluff Drive. Zoned Planned Development-87-Neighborhood Office with Specific Use Permit No. 215 for Commercial Antenna Support Structure. Applicant: Parker Office Plaza, LLC (Public Hearing Agenda Item “5B”). Staff recommended approval subject to City Council approval of Zoning Case 2020-017.

Chair Muns opened the public hearing. Applicant Representative Gerald Luecke of Hodges Architecture spoke in support of the item and was available to answer questions from the Commission. No one else registered to speak. Chair Muns closed the public hearing.

Upon a motion made by Commissioner Downs and seconded by 1st Vice Chair Barbera, the Commission voted 8-0 to approve the item subject to City Council approval of Zoning Case 2020-017.
Public Hearing - Replat: 15th & G Avenue Addition, Block A, Lot 1

Project #R2020-028. This is a professional/general administrative office on one lot on 0.7 acre located on the northwest corner of 15th Street and G Avenue. Zoned Corridor Commercial. Applicant: City of Plano (Public Hearing Agenda Item “6”). Staff recommended approval as submitted.

Chair Muns opened the public hearing. No one registered to speak. Chair Muns closed the public hearing.

Upon a motion made by Commissioner Stone and seconded by Commissioner Horne, the Commission voted 8-0 to approve the item as submitted.

END OF PUBLIC HEARING

NON-PUBLIC HEARING

Discussion & Consideration: Comprehensive Plan Update

This is a discussion and consideration of suggested revisions to the Comprehensive Plan from the Comprehensive Plan Review Committee. Applicant: City of Plano (Public Hearing Agenda Item “7”). Staff recommended that the Commission consider proposed edits to the Comprehensive Plan and either approve or approve with edits, so these policy bundles can proceed expeditiously through the review process.

Chair Muns opened the public hearing. Staff Mike Bell, Comprehensive Planning Manager, introduced consultants for the City of Plano, Dan Sefko and Daniel Harrison of Freese and Nichols, Inc., who were available to answer questions from the Commission. No one else registered to speak. Chair Muns closed the public hearing.

Upon a motion made by Commissioner Downs and seconded by 1st Vice Chair Barbera, the Commission voted 8-0 to table the Comprehensive Plan Update to the August 17, 2020, Planning & Zoning Commission meeting.

Items for Future Discussion

The Planning & Zoning Commission may identify issues or topics that they wish to schedule for discussion at a future meeting (Agenda Item “8”).

No items were discussed.

END OF NON-PUBLIC HEARING

With no further business, Chair Muns adjourned the meeting at 9:20 p.m.

John Muns, Chair