



**CITY OF FARMERSVILLE  
PLANNING AND ZONING COMMISSION MINUTES  
For  
September 18, 2017**

**I. PRELIMINARY MATTERS**

- Chairman Bobby Bishop presided over the meeting which was called to order at 6:32 pm. Commissioners Sarah Jackson-Butler, Paul Kelly, Luke Ingram, and Russell Chandler were in attendance. Lance Hudson was absent. Also in attendance were City Manager, Ben White; staff liaison, Sandra Green; City Attorney, Alan Lathrom; and Council liaison, Craig Overstreet.
  
- Paul Kelly led the prayer and the pledges to the United States and Texas flags.

**II. PUBLIC HEARING**

- A. Public hearing to consider, discuss and act upon a recommendation to City Council regarding a Final Plat of the Whitaker Addition Block 1, Lot 1A & Lot 1B being a replat of Block 1, Lot 1 of the Whitaker Addition, and being 0.742 acres in the W.B. Williams Survey, A-952 for residential uses.
- Bobby Bishop opened the public hearing at 6:33 p.m.
  - Mr. John Gooch Jr. who resides at 2724 FM 36 North in Merit addressed the Commission and stated he owns the property behind the medical center, which is a corner lot on Lincoln Street. It is a big lot for downtown because it is approximately 0.742 acres. They want to downsize and move back to Farmersville. They are splitting the land into two lots so they can build two nice houses that will accommodate them as they age. This would give them access to everything downtown within walking distance. He would not be able to build a new street to access the property so they would be using the existing one.
  - Bobby Bishop clarified the point was to split the land into two different properties and build two houses and then asked if there was anyone else in attendance that wanted to speak for or against the replat.
  - None came forward so Bobby Bishop closed the public hearing at 6:47 p.m.

- Bobby Bishop stated the Commission had all the approval paperwork from the City Engineer stating the replat met all the City requirements.
- Ben White explained to the Commission that he would suggest changes be made as a condition of approval. He would like a few easements added to the plat in order to help the City maintain utilities in the future, if necessary. He suggested a 15' utility easement along the entire front of the property line facing Lincoln Street and an 8' utility easement along the alley way and an 8' utility easement along Candy Street.
  - Motion to approve plat with the 15' utility easement on Lincoln Street and 8' utility easements along Candy Street and the alley way made by Paul Kelly.
  - 2<sup>nd</sup> to approve made by Sarah Jackson-Butler
  - All members voted in favor

### **III. Items for Discussion and Possible Action**

#### **A. Consider, discuss and act upon minutes from June 19, 2017.**

- Motion to approve made by Sarah Jackson-Butler
- 2<sup>nd</sup> to approve made by Paul Kelly
- All members voted in favor

#### **B. Consider, discuss and act upon a recommendation to City Council regarding changes to the Comprehensive Zoning Ordinance by establishing a Temporary Use Permit to allow a recreational vehicle or travel trailer to be used as a temporary residence within the city limits.**

- Bobby Bishop stated this item has come back to the Planning Commission after some changes had been requested. He indicated those changes appear to have been made. He also asked for some clarification on the renewal process.
- Alan Lathrom explained renewals would be the same as if they were applying for a specific use permit. If they wanted a renewal they would need to go before the Planning & Zoning Commission and City Council.
- Paul Kelly asked if the renewal required a public hearing.
- Alan Lathrom explained that it would require a public hearing and it would require everyone within 200' of the property to receive a notice.
- Sarah Jackson-Butler asked if there was a time frame for the 2<sup>nd</sup> renewal process.
- Alan Lathrom stated he placed guidelines in the Ordinance that would make the owner bring proof of how much time they would need for an extension. He also tightened up the wording to make it where only the owner of the house could live in the RV. The owners would have to show proof to the City Manager that they are unable live inside the home as it is being remodeled.

- Paul Kelly asked about the parking on the driveway. He wanted to know if the City could make it to where citizens would back the trailer/RV further toward the house or past it so they could have a place to park their vehicles.
- Alan Lathrom stated we could insert wording that would require the owners to put the recreational vehicle or travel trailer on a pad to allow for vehicles and then screening could be added. He explained this was meant for temporary housing.
- Paul Kelly explained he was just concerned if the homeowner had the recreational vehicle or travel trailer parked in their driveway they would have no place to park their vehicles.
- Alan Lathrom stated it could be a problem, but that is something the homeowner would have to address.
- Sandra Green suggested the application include where the owners will park and how many vehicles homeowners have before the application would be considered for approval.
- Alan Lathrom explained we could place wording of the parking in the Ordinance to state it would be addressed on the application. He stated that we could add it on page 7 where it talks about parking in the driveway. He read another section of the Ordinance where parking was covered on a broader basis. He explained language could still be added to explain temporary use for residential. He also stated the use chart only allows the temporary use in SF-1, SF-2, and SF-3 districts. He wanted to point out it does not cover commercial or multi-family areas. A lot of commercial areas in the town have residential uses. We can change the Ordinance to allow the same temporary use of recreational vehicles and travel trailers if the house is currently being used for residential uses only in commercial areas. No commercial uses would be included. He stated we could add that to the use chart and add wording to include that provision.
  - Motion to approve the temporary use permit with corrections to include wording for parking and add commercially zoned properties with existing residential use made by Paul Kelly
  - 2<sup>nd</sup> to approve made by Russell Chandler
  - All members voted in favor

#### **IV. PLANNING WORKSHOP**

- A. Discussion regarding a proposed Historic Preservation Overlay Zoning District classification that will allow, in part at least, for the designation, classification, protection, maintenance, remodeling, repair, and preservation of individual historic structures, properties, areas, and districts.
- Bobby Bishop stated Sarah Jackson-Butler would recuse herself because of a conflict of interest.
  - Sarah Jackson-Butler left the meeting.
  - Bobby Bishop explained the purpose of the Ordinance was to maintain the integrity of the downtown area.


- Ben White made suggestions to the Commission. He explained he would like to include a definition for master designer builder or craftsman. He also wanted Section 77.503, Historic Preservation Commission, Section 1 (a) to have the sentence that stated "Members of the HPC regardless of professional background, should be residents of the city." be taken out. Also, he felt that Section 1 (b) and (c) needed to be removed.
- Bobby Bishop wanted to know if the City was going to use one of the existing boards or create a board with new members.
- Paul Kelly agreed the City should use a current board. He wanted to know how that would be incorporated or structured within the Ordinance.
- Craig Overstreet explained they could use the Building and Property Standards Board.
- Ben White stated the Ordinance would just need to show the Building and Property Standards would serve as the Historic Preservation Commission. The members would go straight from the Building and Property Standards meeting right into the Historic Preservation Commission meeting.
- Paul Kelly inquired when and at what time the meeting would be held.
- Ben White explained the Ordinance stated once a month.
- Bobby Bishop asked about staff and if the City is prepared to handle the workload.
- Ben White stated he would use a current staff member to handle the paperwork and Commission.
- Alan Lathrom stated wording in the Ordinance explains the Historic Preservation Commission could make a recommendation to the Planning & Zoning Commission and then Planning & Zoning would make a recommendation to the City Council. The Historic Preservation Ordinance would add a zoning overlay district on top of the property's current zoning.
- Ben White explained it would depend on each situation to determine which board it would go before first. He asked if the Planning & Zoning Commission wanted to state the Building & Property Standards Board would sit as the Historic Preservation Board.
- Bobby Bishop stated he did not see any reason why they should not go with the current Building & Property Standards Board.
- Ben White made a recommendation to take out staff requirements. He also stated in Section 77.504, Appointment of Historic Preservation Officer, and the sentence stating "The HPO must have an interest, knowledge and a demonstrated background in the disciplines of architecture, history, urban planning, real estate, legal, archeology, or other disciplines related to historic preservation" needed to be taken out. Also, "In the absence of a qualified official or staff person of the municipality, a volunteer resident of the City may be appointed by the City Council as HPO." be deleted. In Section 77.506, (2) he wanted it changed to show the City Council instead of city in the first sentence.
- Alan Lathrom explained where it referred to the city it was talking about the City Council.

- Ben White also stated in Section 77.506, (4) he recommended the HPC be written in the sentence in place of the City. In Section 77.519 he stated that commas should be placed in the first paragraph to read "It shall be unlawful to construct, reconstruct, significantly alter, restore or demolish any building or structure designated as a Landmark or in a designated District in violation of the provisions of this Article". On the next page Section 4: Official Zoning Map to be Modified, he pointed out the zoning classification of CA-HA and wondered if we could still just have a CA district.
- Sandra Green explained the HA would be an overlay district.
- Bobby Bishop asked if the overlay was going to cover the whole CA area, or if the Commission was going to create a new overlay.
- Alan Lathrom explained the original intent of the Ordinance was to create the Historic Overlay District and also rezone the Central Area to be covered by the Historic Overlay District designation. We can take those as two separate situations. We can do a text amendment for the Historic Overlay by itself and then do a separate Ordinance to apply it to the Central Area. The Historic Overlay District can be applied to other areas besides just the Central Area. He suggested getting into an interlocal agreement with another City for training on how other cities handle their Historic Preservation area.
- They discussed the intent of the Ordinance and Paul Kelly asked if the areas the Ordinance would cover would need to be defined before they went through the Ordinance.
- Bobby Bishop explained he believes the main focus of the Ordinance should be in the Central Area.
- Ben White stated the first action of the HPC would be to define the area. He explained the City could incorporate the Ordinance into the Zoning Ordinance that was being creating by Kimley-Horn, and then it would come before them again for review.
- Alan Lathrom indicated the overlay can be adjusted, but the City just has to make sure the notice of public hearing covers all the areas they want to include.
- Every member seemed to like the idea of it being incorporated in the new Zoning Ordinance.
- No action taken. Staff will make changes and forward to Kimley-Horn to incorporate into the Zoning Ordinance.

## **V. Adjournment**

Meeting was adjourned at 8:03 p.m.

ATTEST:

  
Sandra Green, City Secretary

APPROVE:

  
Bobby Bishop, Chairman

