



**MINUTES OF THE  
TOWN OF WESTLAKE, TEXAS  
PLANNING AND ZONING COMMISSION MEETING**

**December 1, 2015**

**PRESENT:** Chairman Tim Brittan, Commissioners Liz Garvin, Greg Goble, Ryan Groce, and Michelle Lee. Others present Alternates Ken Kraska and Sharon Sanden.

**ABSENT:**

**OTHERS PRESENT:** Town Manager Tom Brymer, Planning and Development Director Eddie Edwards, Town Attorney Cathy Cunningham, Town Secretary Kelly Edwards, Assistant Town Manager Amanda DeGan, Director of Public Works Jarrod Greenwood, Fire Chief Richard Whitten, Communications & Community Affairs Director Ginger Awtry, Finance Director Debbie Piper, Susan McFarland, Communications Specialist.

**Work Session**

**1. CALL TO ORDER**

Chairman Brittan called the work session to order at 5:06 p.m.

**2. PRESENTATION AND DISCUSSION REGARDING THE STATUS OF DEVELOPING A PROPOSED TRANSFER OF DEVELOPMENT RIGHTS ORDINANCE.**

Town Manager Brymer provided an overview of the item.

Ms. Ashley Shook and Mr. Robin McCaffery, MESA Planning, provided a presentation and overview of the proposed ordinance and next steps.

Discussion ensued regarding Westlake being proactive with the proposed ordinance as development increases and discussions of this item during the Comprehensive Planning sessions.

**3. DISCUSSION REGARDING ITEMS LISTED ON THE REGULAR MEETING AGENDA.**

Town Manager Brymer stated that this would be an opportunity for discussion of the meeting items. He also stated that the applicant has requested Items 8 & 9 regarding Project Blizzard to be withdrawn from discussion.

**4. DISCUSSION OF ITEMS TO BE PLACED ON FUTURE AGENDAS AND UPDATES ON DEVELOPMENT TRENDS, PROGRESS AND TOWN COUNCIL ACTIONS ON PAST AGENDA ITEMS.**

Town Manager Brymer provided the Commission and members of the audience a copy of the proposed 2016 Planning Submittal Schedule. This new calendar provides additional time to meet with applicants and Staff additional time to review revisions.

**5. ADJOURNMENT**

Chairman Brittan adjourned the work session at 5:33 p.m.

**Regular Session**

**1. CALL TO ORDER**

Chairman Brittan called the regular session to order at 6:00 p.m.

**2. REVIEW AND APPROVE MINUTES FROM THE MEETINGS HELD ON NOVEMBER 9, 2015.**

**MOTION:** Commissioner Groce made a motion to approve the minutes. Commissioner Lee seconded the motion. The motion carried by a vote of 5-0.

Chairman Brittan announced that Items 8 & 9 of the agenda had been withdrawn by the applicant and that there would be no opening of the public hearings.

**3. CONSIDERATION OF A RECOMMENDATION FOR APPROVAL OF A MASTER LANDSCAPE PLAN, PAVING PLAN, AND LIGHTING PLAN FOR THE DEVELOPMENT KNOWN AS ENTRADA (PD1-2) LOCATED AT STATE HIGHWAY 114 AND FARM TO MARKET 1938.**

Town Manager Brymer provided an overview of the item and a presentation listing Staff recommendations.

Discussion ensued regarding the delineation of parking spaces, lighting of retail establishments, and lighting in common areas.

**MOTION:** Commissioner Goble made a motion to recommend approval with the following conditions: staff recommendations - Master **Landscape Plan** - **1.** the landscape configuration, both hardscape and plantings, at the corner of Solana Blvd. and Davis Blvd shall comport to the Town's consulting architect's landscape rendering for corner of Solana Boulevard and FM 1938/Davis Boulevard. **2.** an installation schedule for the Master Landscape Plan acceptable to the Staff shall be furnished by the Developer upon approval of construction plans. **Lighting Plan** - **1.** Street light intervals shall not be closer than 200 feet without Staff approval, with said approval to be considered at the time of construction plan submission. **2.** All lighting fixtures shall be approved by the Town Staff prior to installation, meet all town requirements and Dark Skies guidelines. The lighting fixture poles shown in the Lighting Plan are not yet approved by Staff and for informational purposes only. Staff requests authority to approve the lighting fixture pole not later than when construction drawings are submitted. **3.** All lighting fixtures must be dimmable  
Commissioner Garvin seconded the motion. The motion carried by a vote of 5-0.

**4. CONTINUE A PUBLIC HEARING AND CONSIDER A RECOMMENDATION REGARDING A ZONING CHANGE AMENDING THE PD 1-2 ZONING DISTRICT REGULATIONS CONTAINED IN ORDINANCE 720 TO INCLUDE DETAILED DESIGN GUIDELINES FOR THE DEVELOPMENT KNOWN AS ENTRADA LOCATED AT STATE HIGHWAY 114 AND FARM TO MARKET 1938/DAVIS BOULEVARD.**

Town Manager Brymer provided an overview of the item and a presentation listing Staff recommendations.

Mr. McCaffery, MESA Planning, acknowledged Mr. Milton Anderson, Merriman Associates, for working together to create the Design Guidelines.

Discussion ensued regarding the caliper and canopy size of trees.

Ms. Suzanne Ouren, Texas Tuff Landscape answered questions and provided details regarding the trees.

Chairman Brittan opened the public hearing.

No one addressed the commission.

Chairman Brittan closed the public hearing.

**MOTION:** Commissioner Groce made a motion to recommend approval with the following conditions: staff recommendations - **Page 52:** Wording to be added as first bullet point under "Articulation"... "it is the intent of this guideline to maintain the appearance of load bearing masonry construction by minimizing a traditional "masonry pocket" common to masonry veneer construction. The diagrammatic cornice/ eave detail on page 53 illustrates this intent. Traditional masonry pocket detail is prohibited and use of a detail consistent with the diagram in page 53 is encouraged. **Page 78:** the words "and wrought iron fence with living hedge" under #2 should be changed to "and wrought Iron fence with living hedge, if it does not (in combination with other gates) exceed 30% of the side yard wall." Transformer and compactor enclosures shall be addressed in the design guidelines as screening elements (i.e. the current design guidelines only address dumpster enclosures) utilizing the same design as dumpster screening enclosures (see page 69 of design guidelines). Design guidelines shall specify that interior and exterior sides of screening enclosures must be finished out with full stone, however, interior enclosure walls may use thin-set stone cladding. Commissioner Goble seconded the motion. The motion carried by a vote of 5-0.

**5. CONDUCT A PUBLIC HEARING AND CONSIDER A RECOMMENDATION REGARDING AN APPLICATION FOR APPROVAL OF A FINAL PLAT OF THE PD 1-2 PLANNING AREA, SHOWN AS BLOCK A, LOTS 1-3X, BLOCK B, LOT 1, BLOCK M, LOTS 1-3, BLOCK N, LOTS 1-6X, AND BLOCK O, LOTS 1-3X, BEING A TOTAL OF 85.910 ACRES IN THE C.M. THROOP SURVEY, ABSTRACT NO. 1510, W. MEDLIN SURVEY, ABSTRACT NO. 1958, JOSEPH HENRY SURVEY, ABSTRACT NO. 742, AND WILLIAM H. PEA SURVEY, ABSTRACT NO. 1246, TOWN OF WESTLAKE, TARRANT COUNTY, TEXAS.**

Town Manager Brymer provided an overview of the item and a presentation listing Staff recommendations.

Director Greenwood provided an overview regarding the installation of infrastructure.

Chairman Brittan opened the public hearing.

No one addressed the commission.

Chairman Brittan closed the public hearing.

Discussion ensued regarding risk of occupancy without a sanitary sewer, CVS Pharmacy building timeframe of approximately eight (8) months, and the developer believes that streets would be constructed during the Spring 2016.

**MOTION:** Commissioner Garvin made a motion to recommend approval with the following conditions: staff recommendations - **1.** A Development Agreement satisfactory to the Town must be negotiated and approved prior to consideration of this Final Plat by the Town Council. **2.** The Development Agreement shall include language that addresses a timeline with a date certain for the Developer to have made significant progress toward completing construction of the off-site utilities prior to issuance of a certificate of occupancy to CVS or any building in this final platted area. **3.** if the Town has to acquire those off-site utility easements by eminent domain, all costs related to the Town's acquisition of said easements shall be reimbursed by the Developer. **4.** all Developer payment obligations related to the amending the present Development Agreement (approved 10-28-13), including for example Solana Blvd expansion and related traffic signals and Town consultants). **5.** All other infrastructure, besides sanitary sewer, shall be installed, inspected, and accepted by the Town prior to the issuance of a certificate of occupancy for any building on any lot that is final platted by this particular final plat. **6.** All parcel descriptions included in this Final Plat must be reviewed in light of the Public Improvement District (PID) Service and Assessment Plan to verify that future PID assessments on these final platted lots are consistent with the PID obligations. **7.** An updated PID budget shall be timely submitted that illustrates actual and projected costs to be paid with PID funds versus those that will be Developer's obligation for the remainder of the Entrada project. **8.** A note shall be added to the Final Plat document stating the following: This final plat is approved subject to, but not limited to, the terms and conditions of the following documents related to this property, as well as any amendments to said documents, that may be approved in the future by the Westlake Town Council: • Zoning Approved: 4-22-13, Ordinance 703 for PD1-2 • Economic Development Agreement Approved: 4-22-13, Resolution 13-17 • Preliminary Plat Approved: 10-28-13, Resolution 13-32 • Development Plan Approved: 10-28-13, Ordinance 720 • Development Agreement Approved: 10-28-13, Resolution 13-34. Commissioner Goble seconded the motion. The motion carried by a vote of 5-0.

Chairman Brittan recessed the meeting at 6:44 p.m.

Chairman Brittan reconvened the meeting at 6:48 p.m.

**6. CONTINUE A PUBLIC HEARING AND CONSIDER A RECOMMENDATION REGARDING AN APPLICATION FOR A PD SITE PLAN, INCLUDING BUILDING ELEVATIONS FOR A CVS PHARMACY, FOR A PORTION OF THE PD 1-2**

**PLANNING AREA, SHOWN AS AREA N, LOT 3 OF BLOCK N, GENERALLY LOCATED ON THE SOUTHWEST CORNER OF THE ENTRADA DEVELOPMENT) ON THE FINAL PLAT.**

Town Manager Brymer provided an overview of the item and a presentation listing Staff recommendations.

Discussion ensued regarding the architecture of anchor stores, location of the bell tower and signage.

Director Edwards stated that staff had an additional recommendation that the wall signs would be red plastic letters, internally lit with dimmable lights that will be set at a brightness level that will be field approved by the Town Manager or his designee.

Chairman Brittan opened the public hearing.

Mr. Mehrdad Moayedi, Centurion American, 1800 Valley View Lane, Ste. 300, Farmers Branch, spoke in favor of the of the item acknowledging the amount of work that has gone into this project.

Chairman Brittan closed the public hearing.

**MOTION:** Commissioner Lee made a motion to recommend approval with the following conditions: staff recommendations - **1.** all the zoning requirements for this PD1-2 district set out in Ordinance 703 in addition to the conditions accepted by the Town Council set out in Section I of this report at the time of zoning approval (April 22, 2013). **2.** all the Development Plan conditions for approval referenced in Section II of this report established in Ordinance 720 (adopted October 28, 2013) apply to this PD site plan for CVS Pharmacy on Lot 3, Block N. **3.** the site plan building elevations for CVS, as submitted and attached to this report, include the requirement that this structure meet all aspects of the Entrada design guidelines proposed to be reviewed by the Commission and adopted on 12-14-15 by the Town Council. **4.** Town Staff will review and approve a materials sample palette that shall be presented at the time for building plans review for a building permit and said materials must comport to elevations as presented to the Staff and the Planning & Zoning Commission. **5.** landscaping and planters used around the CVS building per drawings submitted by the Developer's master architect, Merriman and Associates, be of substantial size, as shown on said drawings, including six (6) inch caliber Italian Cypress in the planters. **6.** the understanding that this approval applies only to the CVS building, and that the other smaller buildings shown on the PD site plan for this Block N will require their own PD site plan and building elevations to be approved at the time they are proposed for construction. **7.** Solid waste collection area will reflect a shepherd's

hut" type architecture and will be approved by Staff at the time of building permit application. **8.** wall signs would be red plastic letters, internally lit with dimmable lights that will be set at a brightness level that will be field approved by the Town Manager or his designee. Commissioner Groce seconded the motion. The motion carried by a vote of 5-0.

**7. CONDUCT A PUBLIC HEARING AND CONSIDER A RECOMMENDATION REGARDING AN APPLICATION FOR A PD SITE PLAN, INCLUDING BUILDING ELEVATIONS FOR A PRIMROSE SCHOOL, FOR A PORTION OF THE PD 1-2 PLANNING AREA, SHOWN AS BLOCK M, LOT 2 OF BLOCK M, GENERALLY LOCATED ON THE SOUTHWEST CORNER OF THE ENTRADA DEVELOPMENT ON THE FINAL PLAT.**

Town Manager Brymer provided an overview of the item and a presentation listing Staff recommendations.

Chairman Brittan opened the public hearing.

Mr. Mehrdad Moayedi, Centurion American, 1800 Valley View Lane, Ste. 300, Farmers Branch, spoke in favor of the item stating that the smaller surrounding buildings would be for profit.

Mr. McCaffery, MESA Planning, spoke in favor of the item and provided an overview of the adjoining buildings.

Chairman Brittan closed the public hearing.

Discussion ensued regarding the 5-6 month timeframe to build Primrose and the variance granted by this plan to the articulation requirements.

**MOTION:** Commissioner Goble made a motion to recommend approval with the following conditions: staff recommendations - **1.** all the zoning requirements for this PD1-2 district set out in ordinance 703 in addition to the conditions accepted by the Town Council set out in Section I of this report at the time of zoning approval (April 22, 2013). **2.** all the Development Plan conditions for approval referenced in Section II of this report established in Ordinance 720 (adopted October 28, 2013) apply to this PD site plan for Primrose School on Lot 2, Block M, Entrada. **3.** the site plan building elevations for Primrose School, as submitted and attached to this report as recommended by Staff, include the requirement that this structure meet all aspects of the Entrada design guidelines proposed to be reviewed by the Commission and adopted on 12-14-15 by the Town Council. **4.** Town Staff will review and approve a materials sample palette that shall be presented at the time for building plans review for a building permit and said materials must comport to elevations as

presented to the Staff and the Planning & Zoning Commission. **5.** landscaping and planters used around the Primrose building per drawings submitted by the Developer's master architect, Merriman and Associates, be of substantial size, as shown on said drawings. **6.** Fencing/wall around building and building site will be solid masonry, not wrought iron, although a wall that is combination half and half may be approved by Staff. **7.** the understanding that this approval applies only to the Primrose School building, and that the other smaller buildings that may shown or adjacent to the PD site plan for this Block M will require their own PD site plan and building elevations to be approved at the time they are proposed for construction. **8.** Solid waste collection area on this site plan will reflect a sheperd's hut" type architecture and will be approved by Staff at the time of building permit application. Commissioner Garvin seconded the motion. The motion carried by a vote of 5-0.

Chairman Brittan stated that since Items 8 & 9 of the agenda had been withdrawn by the applicant and that there would be no opening of the public hearings.

- 8. CONDUCT A PUBLIC HEARING AND CONSIDERATION OF A RECOMMENDATION REGARDING A ZONING CHANGE REQUEST TO AMEND THE PD 3-5 ZONING DISTRICT LOCATED AT STATE HIGHWAY 170 AND STATE HIGHWAY 114 ON A TRACT THAT IS A PORTION OF WHAT IS GENERALLY KNOWN AS THE CIRCLE T RANCH, BY DIVIDING SAID DISTRICT INTO TWO (2) SEPARATE PLANNING AREAS, TO BE IDENTIFIED AS PD3-5A AND PD3-5B, AND ADDING 186,000 SQUARE FEET OF OFFICE CAMPUS USE IN THE NEW PD3-5B PLANNING AREA.**

No action taken by the Commission.

- 9. CONDUCT A PUBLIC HEARING AND CONSIDERATION OF A RECOMMENDATION REGARDING A ZONING CHANGE REQUEST TO AMEND THE PD 3-3 ZONING DISTRICT LOCATED ALONG DOVE AND OTTINGER ROADS ON A TRACT THAT IS A PORTION OF WHAT IS GENERALLY KNOWN AS THE CIRCLE T RANCH, BY TRANSFERRING 186,000 SQUARE FEET OF OFFICE CAMPUS USE FROM PD3-3 TO THE NEW PD3-5B PLANNING AREA.**

No action taken by the Commission.

**10. ADJOURNMENT**

There being no further business to come before the Commissioners, Chairman Brittan asked for a motion to adjourn.

**MOTION:** Commissioner Groce made a motion to adjourn the meeting. Commissioner Goble seconded the motion. The motion carried by a vote of 5-0.

Chairman Brittan adjourned the meeting at 7:16 p.m.

**APPROVED BY THE PLANNING AND ZONING COMMISSION ON JANUARY 4, 2016.**

ATTEST:

  
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Kelly Edwards, Town Secretary

  
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Chairman, Tim Brittan