



City of Sachse, Texas

3815 Sachse Road,
Building B
Sachse, TX 75048

Meeting Agenda Planning & Zoning Commission

Monday, August 28, 2017

6:30 PM

Council Chambers Conference Room / Council
Chambers

To address the Commission for any public hearing item, please sign a speaker's sheet located on the tables by the front entry and submit to the acting Secretary. You will have three (3) minutes to address the Commission. In accordance with the Open Meetings Act, the Commission may not discuss or take action on any item, which has not been posted on the agenda

6:30 PM WORK SESSION

1. Consider approval of the minutes of the July 31, 2017 Planning and Zoning Commission meeting.
2. Discuss and consider proposed revisions to Chapter 11 (Zoning) of the Code of Ordinances, to revise commercial parking regulations.
3. Discussion of future agenda items, update on council actions, training topics, and requests for new business consideration.
4. Adjournment.

Posted: August 21, 2017; 5:00 p.m.

Michelle Lewis Sirianni, City Secretary

If you plan to attend this public meeting and you have a disability that requires special arrangements at the meeting, please contact Michelle Lewis Sirianni, City Secretary at (972) 495-1212, 48 business hours prior to the scheduled meeting date.



**City of Sachse, Texas
Planning & Zoning Commission
Minutes of the Regular Meeting
Monday, July 31, 2017**

Members Present:

Scott Everett - Chair
David Hock - Vice Chair
Chance Lindsey
Fernando Gutierrez
Louie Carter

Members Absent:

Wendy Stewart
Scott Ohman

Staff Present:

Dusty McAfee, AICP - Community Development Director
Charlotte Youngblood - Community Development Technician

Others Present:

Bill Adams, City Council Liaison
Karen Mitchell, 7-Eleven Consultant
Michael Hampton, 7-Eleven Corporate
Terry Haines, Owner's Representative

6:30 PM Work Session

Staff provided the commission with a community update and discussed agenda items.

7:00 PM Regular Meeting

Chairman Everett opened the meeting of the Planning & Zoning Commission at 7:05 p.m. and declared a quorum.

1. Invocation and Pledge of the Allegiance to the U.S. and Texas Flags.

Commissioner Hock offered the invocation, and Commissioner Lindsey led the pledges.

1. 17-3909 Consider approval of the minutes of the July 10, 2017 Planning & Zoning Commission meeting. With a motion by Lindsey, and a second by Hock, the Planning & Zoning Commission adopted the July 10, 2017 minutes unanimously.

2. 17-3905 Conduct a public hearing to consider and act on a request, by 7-Eleven, for a Special Use Permit (SUP) for retail sales with fuel pumps on approximately 1.5 acres of land generally located at the northeast corner of PGBT and Miles Road, currently zoned C-2 (Commercial) within the Turnpike Overlay District (Commercial Zone).

Staff presented the case as outlined in the staff report. Ms. Mitchell, 7-Eleven Consultant, stated that market demand is high for a gas station along PGBT and that the subject parcel is an out-parcel from the property behind it and it is highly unlikely that it will be absorbed by the larger tract. She explained that being a triangle shaped property with just 1.5 acres that most uses cannot fit onto the property. She stated that the Overlay district allows gas stations by right in the PGBT with no extra approvals necessary; however, base zoning requires the SUP. She felt that 7-Eleven worked cooperatively with staff to provide quality architecture and landscaping that is far above the minimum standards. She said that the gas station would be a great complimentary use to the larger tract, provide positive fiscal impact, and property tax would be paid into the TIF which would help finance infrastructure needed for bigger fish in the future. Michael Hampton, 7-Eleven Corporate, said that all 7-Elevens are all franchised, except for ones in transition. He stated this one is considered a high value location and would be corporately owned yet still a franchise. He acknowledge that 7-Eleven has a new CEO and they would be "going back to basics" focusing on customer service, cleaner stores, and better maintenance. He said 7-Eleven would be very responsive to any code enforcement issues. Terry Haines, Owners Representative, said the subject

property is ready to develop today with a willing buyer. He stated the subject property is very unique due to its odd shape and size. He stated that the Comp Plan is meant to be plastic and not necessarily reality nor set in stone. He explained there would be \$150 thousand reimbursements to TIF for sewer project when the property develops. Chairman Everett opened the public hearing at 8:18 PM. N.L. Johnson, 6518 Lakecrest St., stated that he was in favor of 7-Eleven, and the City should quit dragging its feet with development. He stated nothing realistically goes there and there is plenty of remaining land remaining along PGBT. Tricia Lindsey, 3718 Rock House, said the need for the gas station at PGBT is very high. However, she was concerned about the cleanliness of the stores and long-term upkeep of the property. With a motion by Hock, and a second by Gutierrez, the public hearing was closed at 8:23 PM. Discussion among the commission mostly centered on maintenance, upkeep of landscaping, and franchise questions. Hock made a motion to approve the SUP with the special ordinance provisions recommended by Staff. Lindsey seconded the recommendation. The motion passed 4-1 with Gutierrez voting no.

3. Discussion of future agenda items, update on council action, training topics, and requests for new business consideration. Staff updated the Commission.

Adjourn: With a motion by Hock, the meeting was adjourned at 8:30 PM.

Chairperson

Secretary



COMMERCIAL DESIGN STANDARDS

PARKING

P&Z WORK SESSION

AUGUST 28, 2017

REQUEST

Consider and discuss proposed revisions to Chapter 11 (Zoning) of the Code of Ordinances, to revise commercial parking regulations.

BACKGROUND

- The 2017 Comprehensive Plan identified revising the Commercial Design Standards as a 1st year priority
- Sachse still has many commercial tracts remaining undeveloped, in addition to redevelopment opportunities
- Sachse's current parking regulations are found in its Use Chart and have not been reviewed in over 10 years
- Staff believes that modernizing its parking regulations is critical to providing quality service to the development community, remaining competitive, and being attractive to quality development

OVERVIEW

- Separate stand-alone section of Chapter 11 (Zoning)
- Updates parking ratios for new development and allows for shared parking
- Requires decorative paving and cross access
- Consolidates various parking design regulations (concrete pavement, drive aisle width, dimensions, etc.)
- Allows for minor adjustments during plan review
- Requires bicycle parking (i.e. bike racks)
- Includes maintenance provisions for parking lots and vehicular use areas

Use	Current Ratio	Proposed Ratio
Office	1 per 300 sf (general) 1 per 200 sf (med office)	1 per 300 sf (general) 1 per 200 sf (med office)
General Retail	1 per 200 sf	1 per 200 sf; 1 per 250 for big boxes
Restaurant	1 per 75 sf	1 per 100 sf; 1 per 200 sf when part of a larger multi-tenant strip
Manufacturing / Industrial	1 per 1000 sf	1 per 1000 sf
Auto Repair	1 per bay + 1 per 500 sf	3 per bay + 1 per 500 sf
Hospital	1.5 per bed	1 per 2 beds + 1 per employee on maximum shift
Single Family Residential	2 per home	2 enclosed; 2 surface
Multi-Family	2 per unit	2 per unit + 1 for each additional bedroom more than 2 bedrooms

INTERNAL CROSSWALKS



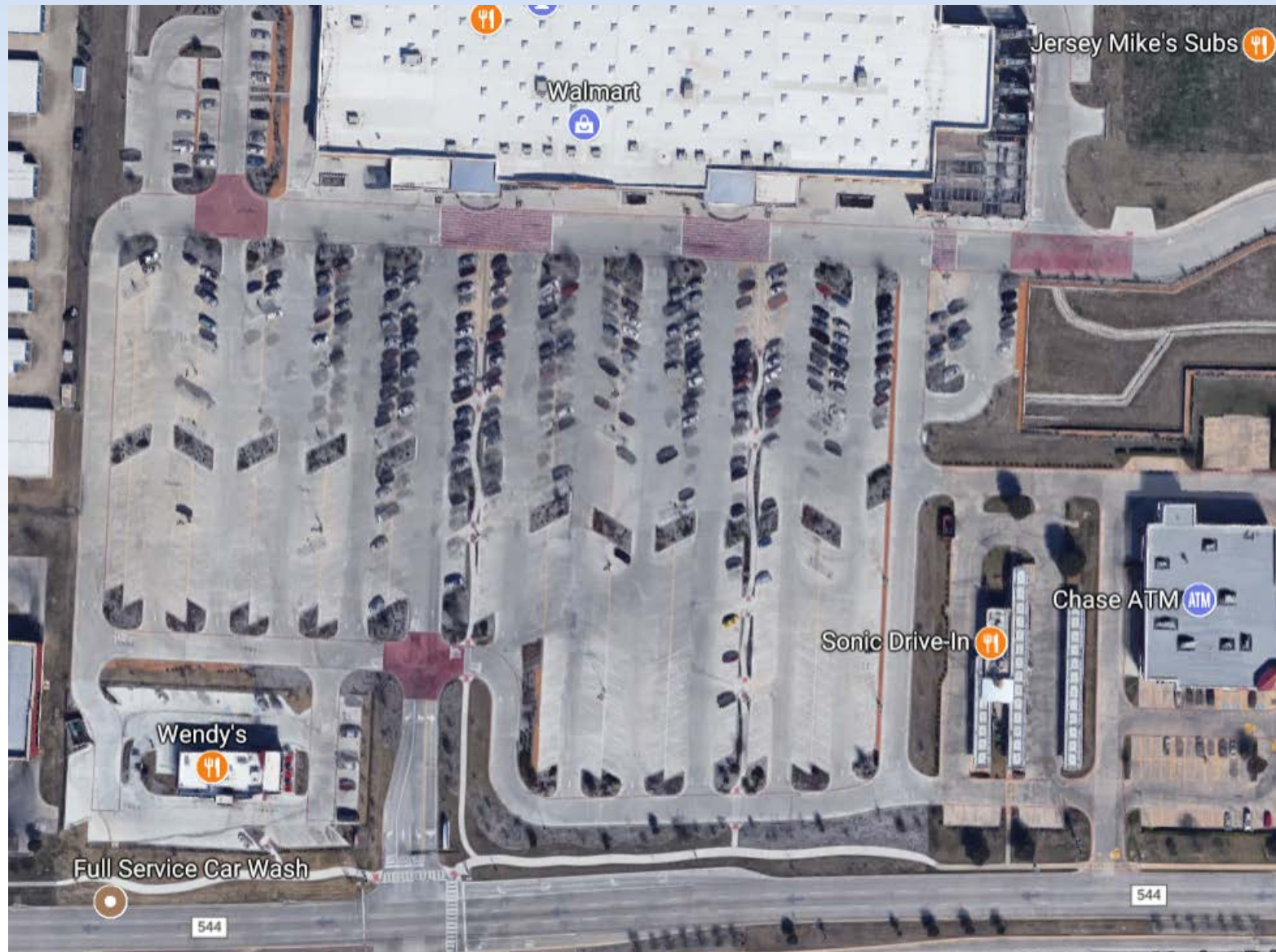
INTERNAL CROSSWALK



STORE ENTRANCE



MAJOR INTERNAL INTERSECTIONS



MAJOR ROW INTERSECTIONS



MAJOR ROW INTERSECTIONS



TRAIL CROSSINGS



ADA CROSSWALK



SITE ENTRANCES (AKA “WELCOME MATS”)



NEXT STEPS

- Initial P&Z work session with Staff - (8-28-17)
- City Council presentation & review - (9-05-17)
- Public hearings for adoption of the new commercial parking regulations
 - P&Z (9-25-17)
 - Council (10-02-17)

Parking Standards.

A. Parking Regulations.

1. It is Sachse's goal to:

- a) Manage parking so that it is convenient, efficient, and supports an active and vibrant retail environment.
- b) Decrease the expansive "seas" of parking that are too common in modern suburbs, noting that most new development is typically over-parked, resulting in wasted space, unnecessary impervious surface, higher construction costs, and loss of retail square footage.
- c) Support the creation of shared parking in order to enable visitors to park once at a convenient location and access a variety of commercial enterprises in a pedestrian and bicycle-friendly environment.
- d) Provide flexibility for changes in land uses which have different parking requirements.
- e) Ensure ease of access to parking.
- f) Provide flexibility for the redevelopment of small sites.
- g) Avoid diffused, inefficient single-purpose reserved parking.
- h) Avoid adverse parking impacts on residential neighborhoods.

2. General:

- a) Except for when on-street parking is allowed, all maneuvering of vehicles shall take place on site or within a mutual access easement. No public right-of-way shall be used for backing or maneuvering into or from a parking space, or for circulation within the parking lot.
- b) Parking spaces shall be clearly identified by stripes, buttons, tiles, curbs, barriers, or other approved methods. Non-permanent type marking, such as paint, shall be regularly maintained to ensure continuous clear identification of the space.
- c) All vehicular use areas shall be well-maintained without large cracks or other failures, with back-filled curbs, and power-washed when appropriate.
- d) No parking or loading area shall be used for storage of inventory, materials, display, sanitation containers, heavy load vehicles, supplies, or for any other use, except as approved through the site plan process, for temporary construction, or

with a valid seasonal sales permit. Under no circumstances shall a required parking space be used for any purpose other than parking.

- e) All off-street parking areas shall be kept free of litter, trash, debris, vehicle repair operations, display, and advertising uses.
 - f) The property owner shall be responsible for adequately maintaining all parking facilities, including paving, striping, elimination of debris, and correction of use violations.
3. Administration: In computing the number of parking spaces required for any building or development, the following rules shall govern:
- a) The term "floor area" means the gross floor area of the specific use. Where fractional spaces result, the parking spaces required shall be constructed to be the next higher whole number.
 - b) The parking space requirement for a use not specifically mentioned herein shall be the same as required for a use of similar nature.
 - c) The provisions of this section shall be administered by the Director who shall have the authority to approve any plan that is deemed to satisfy the minimum requirements of this section, alternate plans deemed to meet the intent of the ordinance, including any minor deviations or waivers, and to make necessary interpretations regarding any subjectivity or frustration of purpose contained herein.
 - d) The City Council, in compliance with all applicable regulations, may issue a Special Use Permit (SUP), establish a Planned Development (PD) district or other special zoning district, or enter into a development agreement or other economic incentive agreement, which may amend or revise the regulations herein for a certain project or area of the City.
 - e) Due to the unique service nature of government owned and occupied facilities, in addition to the development costs being of public burden, such facilities may meet the spirit and intent of the regulations contained herein, to the extent possible, and are not expected to strictly comply.
 - f) Shared parking may be considered during the site plan process for uses not normally open, used, or operated during the same hours as adjacent uses. Owner authorization to use those spaces must accompany any such proposal.
 - g) A blanket 15% parking reduction may be granted to multi-tenant developments that are 15,000 square feet or greater, provided there is a dedicated mutual access easement. Where parking exceeds the minimum number of required spaces by

more than 10%, landscaping of parking areas shall be increased so that planting islands shall not be spaced greater than every 10 spaces.

h) Whenever a building or use is changed or enlarged in floor area, number of employees, number of dwelling units, seating capacity, or otherwise, to create a need for an increase in the number of existing parking spaces, such spaces shall be provided on the basis of the enlargement or change, as determined by the Director. Whenever any building is enlarged to the extent of 50 percent of more in floor area or in the area used, said building or use shall then and thereafter comply with the parking requirements set forth herein.

i) A parking demand analysis study may be submitted for review for a proposed use.

B. *Off-Street Parking.* Developments shall provide parking, per the following table:

Assembly Uses (non-profit)	One (1) space for each four (4) seats in the main auditorium.
Assisted Living facility, nursing home, or rest home	One (1) space for every 4 beds
Athletic Stadium or Field	Fifty (50) spaces per field for fields without fixed seating.
Auto Repair	Three (3) parking spaces per bay, plus one (1) space for each 500 square feet of retail/office floor area.
Bank or similar financial establishment	One (1) space for each 400 square feet of floor area.
Big Box (>50,000 sf)	One (1) space for each 250 square feet of floor area.
Bowling Alley	Six (6) spaces for each lane.
Car Wash (Self Serve)	Two (2) spaces; plus adequate stacking spaces for each bay.
Car Wash (Automated)	One (1) space for each 200 square feet of office/retail floor area; plus adequate stacking spaces per bay; minimum of 4 spaces.
Child Care Center	One space for every 10 students; plus adequate stacking spaces for drop-off lane.
Civic/Convention/Community Center	Ten (10) spaces plus one additional space for each 300 square feet of floor area in excess of 2,000 square feet. If an auditorium is included as a part of the building, its floor area shall be deducted from the total and additional parking provided on the basis of one (1) space for each four (4) seats that it contains.
Duplex	A concrete drive with a minimum one (1)

	car garage and one space in driveway, per unit.
Golf Course	Minimum 30 spaces per 9 holes, plus one (1) space for each two hundred (200) square feet of floor area for country club, retail, office, etc.
Green House or Nursery	One (1) space for each 5,000 square feet of outdoor storage area; plus one (1) space for each 200 square feet of indoor floor area.
Health / Fitness Center	One (1) space for each 200 square feet of gross floor area.
High School, College, or University	One (1) space for each classroom, laboratory, or instruction area plus one space for each three students accommodated in the institution.
Hospitals	One (1) space for every two beds and one (1) space per employee on the largest shift.
Hotel or Motel	One (1) space for each room unit, or guest accommodation plus one (1) space for each 300 square feet of restaurant, office, or conference area
Indoor Commercial Amusement	One (1) space per 200 square feet of gross floor area.
Kennel or Stable	One (1) space per every 500 square feet of floor area.
Library or Museum	Ten (10) spaces plus one (1) space for each 300 square feet of floor area.
Lodge, Club, or Fraternal Organization	One (1) space for each 200 square feet of floor area.
Manufacturing, Processing, Warehousing, and Industrial uses	One (1) space for each employee on the maximum working shift plus one (1) space for each 1,000 square feet of floor area.
Mini-Warehouse (Self-Storage)	One (1) space for each 5,000 square feet of total floor area.
Mixed Use Building	See special zoning districts for parking regulations.
Mobile Home – Manufactured Home	A concrete drive with a minimum of two (2) spaces.
Mortuary or Funeral Home	One (1) space for each four (4) seats in funeral service rooms.
Movie theatre or Cinema	One (1) space per four (4) seats.
Multi-Family Residential	Two (2) spaces for one (1) and two (2) bedroom units, plus one (1) additional space for each additional bedroom.
Office, business or professional	One (1) space for each 300 square feet of floor area.

Office, medical, dental, or health	One (1) space for each 200 square feet of floor area.
Outdoor Commercial Amusement	One (1) space for every 1,000 square feet within the outer boundaries of the proposed use, including any buildings, exhibit booths and areas devoted to the use.
Recreational, private or commercial area or building (other than listed)	One (1) space for every four persons to be normally accommodated in the establishment.
Restaurant or cafeteria	One (1) space for every 100 square feet of gross floor area. Outdoor seating areas (covered or not) under 500 square feet are exempt. When part of a multi-tenant development 15,000 square feet or greater, one (1) space for every 200 square feet.
Retail or personal service	One (1) space for each 200 square feet of floor area.
Retirement Housing	One (1) space per five (5) beds.
School, elementary & junior high	One (1) space for each classroom plus one (1) space for each four seats in any auditorium, gymnasium, or other place of assembly.
Single-Family Residential	A concrete drive with a minimum of a two (2) car garage with parking for two cars in driveway is required.
Townhouse	Two (2) spaces per unit, enclosed; plus 2 additional spaces (drive-way or on-street).
Vet or animal hospital	One (1) space for each 300 square feet of floor area.

C. *Parking Design.*

1. The minimum dimensions for off-street parking shall be as follows:
 - a) Standard space: 9 feet x 18 feet
 - b) Parallel space: 8 feet x 22 feet
 - c) Stacking space: 10 feet x 20 feet
2. All vehicular use areas shall be concrete. Existing parking areas that are not concrete may maintain or rehabilitate with existing or upgraded material; however, any associated expansions must be concrete.
3. Required parking must be located outside the floodplain, except when specially allowed by the City Engineer.

4. The typical drive aisle width shall be twenty-four feet (24').
5. Fire lanes shall be provided as required by the adopted Fire Code of the City, and shall be adequately reinforced to withstand heavy vehicle loading, subject to review and approval by the Fire Marshal.
6. For safety, emergency response, and increased connectivity, cross access between parking areas of adjacent non-residential parcels shall be provided and is required.
7. Striping shall be white. Barrier free ramps shall be pavers, stained concrete in muted shades of adobe red or terra cotta, or other approved detectable warning material.
8. Head-in parking spaces adjacent to buildings shall have a minimum four (4) foot wide clearance between the leading edge of the parking space and the building.
9. Dead-end parking is prohibited in new non-residential developments.
10. Continuous drive aisles, when exceeding 300 feet in length, may require off-sets, roundabouts, raised crosswalks, or other acceptable traffic-calming features.
11. Concrete shall be a minimum 6 inches thick, with #3 rebar, 18" on center each way.
12. At no time after initial approval of the parking area layout, can changes be made to the location or number of provided spaces, unless approved by the Director.

D. Supplementary Design.

1. All retail, commercial, and industrial structures shall provide and maintain off-street areas for the loading and unloading of merchandise and goods that does not block the fire lane. All loading docks must be screened.
2. Schools, day care centers, and similar child training and care establishments shall provide a loading and unloading area on an off-street, internal drive that does not block the fire lane.
3. Sufficient queueing spaces shall be provided for uses which regularly require stacking, such as drive-thrus and service bays.
4. In order to encourage the safe and convenient use of bicycles, each development shall provide at least one (1) bike rack permanently mounted to the ground. Big boxes or larger developments may require additional bike racks, not to exceed five (5) required bike racks. Required bicycle parking should be located within 50 feet of an entrance to the building, or a comparable convenient location. Site plans shall call-out the location of all proposed bike racks.

5. Decorative paving (integral color stained concrete, sometimes to be stamped/scored in patterns) shall be provided as follows:
 - a) At the entrances of each commercial site when ingress/egress is from a ROW.
 - b) On-site pedestrian cross-walks.
 - c) At major intersections of on-site drive aisles.
 - d) At the store front entrances of tenant suites.
 - e) Drive-thrus or drop-off areas.
 - f) Major ROW intersections/entrances for residential.
 - g) Trail crossings (anywhere).
 - h) Other areas that are appropriate and as may be required.