



**NOTICE AND AGENDA
CITY OF GLENN HEIGHTS
PLANNING AND ZONING COMMISSION
MONDAY, MAY 22, 2023**

This Notice and Meeting Agenda, and the Agenda Packet, are posted online at <https://www.glennheightstx.gov/129/Agendas-Minutes>.

NOTICE IS HEREBY GIVEN THAT THE CITY OF GLENN HEIGHTS PLANNING AND ZONING COMMISSION WILL HOLD A REGULAR MEETING ON MONDAY, MAY 22, 2023, BEGINNING AT 6:30 P.M., IN CITY OF GLENN HEIGHTS CITY COUNCIL CHAMBERS, LOCATED AT 1938-C S. HAMPTON ROAD, GLENN HEIGHTS, TX, 75154, AS PRESCRIBED BY V.T.C.S., GOVERNMENT CODE SECTION §551.041, TO CONSIDER AND POSSIBLY TAKE ACTION ON THE FOLLOWING AGENDA ITEMS. ITEMS DO NOT HAVE TO BE TAKEN IN THE SAME ORDER AS SHOWN IN THE MEETING NOTICE.

**CALL TO ORDER
INVOCATION
PLEDGE OF ALLEGIANCE**

CONSENT AGENDA

1. Discuss and take action to approve the meeting minutes of April 24, 2023.

AGENDA

Sign Variance SIGN-001-23: Consider and take action on a variance request by Sarah Peters, on behalf of AutoZone, for a variance to the applicable setbacks for Masonry Detached Signs as required by City of Glenn Heights Code of Ordinances, Chapter 15, Section 15.01.063. for the property located at 215 E. Ovilla Road (Property ID: 227481). Owner: AutoZone Parts Inc; Staff: Ashlie Jones, City Planner.

ADJOURNMENT

I, Brandi Brown, City Secretary, do hereby certify that the Notice and Agenda was posted in a place convenient to the Public on May 19, 2023 by 5:00 P.M.. Pursuant to Section 551.071 of the Texas Government Code, the Planning and Zoning Commission reserves the right to consult in closed session with its attorney and to receive legal advice regarding any item listed on this agenda.

Brandi Brown, City Secretary

**MINUTES OF THE PLANNING AND ZONING COMMISSION OF
THE CITY OF GLENN HEIGHTS, TEXAS**

MONDAY, APRIL 24TH, 2023

STATE OF TEXAS *

COUNTIES OF DALLAS AND ELLIS *

CITY OF GLENN HEIGHTS *

On the 24th day of April 2023 at 6:30 p.m., the Planning and Zoning Commission of the City of Glenn Heights, Texas convened in a regular meeting at the City Hall Council Chambers at 1938-C South Hampton Road, Glenn Heights, Texas to consider the following items, with these members in attendance:

BOARD MEMBERS

Austin Kelley	*	Chair Person
Arnold Lenoris Davis Jr.	*	Board Member
Madeline Bracken	*	Board Member
April Stokes	*	Board Member
Tabitha Gamble	*	Board Member

STAFF

Ashlie Tolliver Jones	*	City Planner
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Call to Order Commissioner Kelley called the meeting to order at 6:34 p.m.

Invocation Commissioner Davis provided the invocation.

Pledge of Allegiance

Consent Agenda

1. Discuss and take action to approve the meeting minutes of March 06, 2023.
2. Discuss and take action to approve the meeting minutes of March 27, 2023.

Chairman Kelley asked if there were any comments about the Consent Agenda items. Commissioner Davis stated that a correction needs to be made to the March 06, 2023 page 3 minutes, Commissioner Davis asked the question about TIFF agreements, not Chairman Kelley. Chairman Kelley asked for a motion. A motion was made by Commissioner Davis to approve the minutes of March 06, 2023 with the correction and to approve the minutes of March 27, 2023. Commissioner Stokes seconded. The motion passed 4-0.

Agenda

1. **Specific Use Permit Request SUP-001-23:** Discuss and take action on a request by Antonio Sanchez, for a Specific Use Permit to construct a freestanding carport within a Single-Family 1 (SF-1) zoning district located at 2405 South Hampton Road, (Property ID 168882) Glenn Heights, Texas.

Ashlie Tolliver Jones, City Planner

Ms. Jones opened the presentation and presented the case to the Commission.

Commissioner Davis asked if another neighbor wanted to put a carport at their residence, if they would be required to go through the SUP process. Staff responded that this is a requirement for all zoning districts in the city if an applicant requests to construct a carport. Staff clarified the process of a Specific Use Permit.

Chairman Kelley asked why staff is requiring concrete for the parking size. Ms. Jones informed the Commission that city ordinance requires that parking be concrete as parking is required on an impervious surface.

Chairman Davis asked if a runoff or drainage plan is required for this project. Staff responded that it is not. Chairman Davis also asked for clarification in the event that the applicant begins to repair vehicles. Staff responded that would be regulated by Code Enforcement under the City Home Occupation ordinance.

Chairman Kelley closed the public hearing. Chairman Kelley asked for a motion. Commissioner Davis made a motion to recommend approval of the SUP request as presented by staff. Commissioner Stokes seconded the motion. The motion was approved 4-0.

Vote

4-0: Ayes – Kelley, Davis, Stokes, Bracken

2. **Commissioner Training Session:** Staff presentation for Planning & Zoning Commissioner Training.

Ashlie Tolliver Jones, City Planner

Ms. Jones opened the presentation and presented the training to the Commission. The commission was educated on commissioner ethics and conflicts of interest.

Adjournment

Motion by Commissioner Bracken to adjourn the meeting of the Planning and Zoning Commission at 7:14 p.m. Commissioner Stokes made the second. The motion carried with a 4-0 vote.

Austin Kelley, Chair

Attest:

Ashlie Tolliver Jones, City Planner

Passed and approved on the _____th day of _____, 2023.



CITY OF GLENN HEIGHTS PLANNING AND ZONING COMMISSION REPORT

Date: May 22, 2023

SUBJECT

A variance request by Sarah Peters, on behalf of AutoZone, for a variance to the applicable setbacks for Masonry Detached Signs as required by City of Glenn Heights Code of Ordinances, Chapter 15, Section 15.01.063. for the property located at 215 E. Ovilla Road (Property ID: 227481). Owner: AutoZone Parts Inc; Staff: Ashlie Jones, City Planner.

DISCUSSION / BACKGROUND

AutoZone Parts submitted a permit application for an illuminated masonry pylon sign. The sign meets area and height requirements per city ordinance. The ordinance requires that masonry pylon signs be set back at least 200' from public right-of-way. As the result of this requirement, the applicant elected to submit an appeal to the Planning & Zoning Commission as established by 15.01.009 (A) to serve in a dual capacity as the Sign Control Board. The applicant is requesting an exception to the 200' setback requirement and instead proposes a 35' setback from the public right-of-way. The applicant elected to install a monument sign until the appeal was considered by the Planning and Zoning Commission, but due to the speeds along Ovilla Road and the monument height restrictions, this alternative is not ideal.

PUBLIC CONTACT

Notices were mailed to adjacent property owners within two hundred feet (200') of the subject property by April 7, 2023. Notice was also published in a local newspaper by Sunday, April 9, 2023, and public hearing notice signs were placed at the property.

RECOMMENDATION / ALTERNATIVES

There are merits to the request, as the lot depth does not accommodate the masonry pylon sign being setback from the public right-of-way 200 feet without the sign being located at the rear of the lot and directly adjacent to the abutting residential properties. The adjacent Sonic restaurant to the west of the property does have a pylon sign that is not setback from the right-of-way 200', but staff does not have record of when this sign was permitted. Staff does not have an objection to the applicant request, as the proposed location is located behind the public right-of-way and does not encroach into any easements.



CITY OF GLENN HEIGHTS PLANNING AND ZONING COMMISSION REPORT

ATTACHMENTS

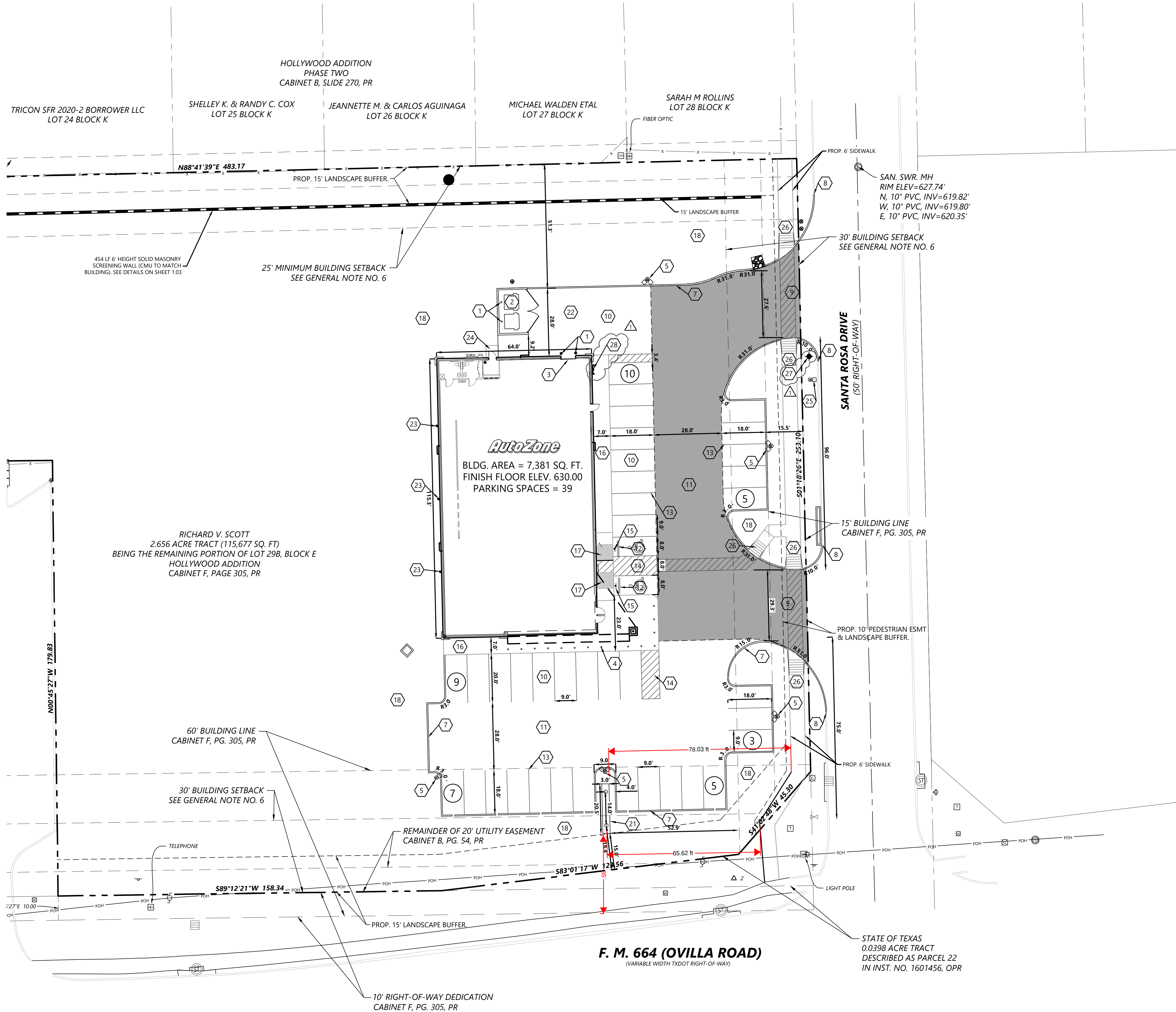
- I. Site Plan
- II. Sign Plans

PREPARED BY

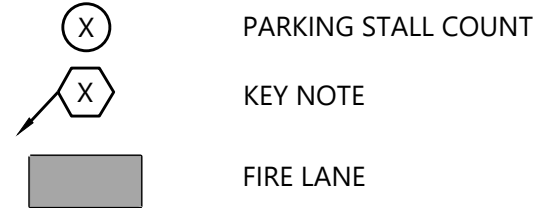
Ashlie Tolliver Jones, City Planner

REVIEWED BY

Parviz Pourazizian, Director of Development Services



LEGEND



PARKING SUMMARY

PARKING RATIO	1:500 SF
PARKING REQUIRED	15 SPACES
PARKING PROVIDED	39 SPACES (INCLUDING HANDICAP)
HANDICAP PARKING PROVIDED:	2 SPACES

KEYNOTES

BUILDING & PAVING

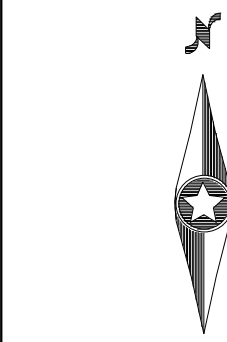
- Pipe guard - see details 15 & 16 / 1.02
- Dumpster layout - see details 8, 9, 10, & 11 / 1.02
- Service Door Plan - see detail 15 / 1.02
- Bollard Plan - see detail 14 / 1.02
- Concrete light pole base - see detail 13 / 1.02
Aim light fixture in direction as indicated.
- Curb & gutter @ concrete paving - see detail 10n sheet 1.02 (not used)
- Curb & gutter @ asphalt paving - see detail 2 / 1.02
- Connect to existing curb
- New curb cut and approach.
- Concrete paving - see dtl. 4 / 1.02
Expansion and Control joints - see detail 5 sheet 1.02
- Asphalt paving - see dtl. 3 / 1.02
- 6'-0" long concrete wheel stop pinned to pavement (typical). Locate 3'-6" from face of curb or sidewalk. See detail 17 / 1.02
- 4" wide parking stripe painted white (typ.)
- 4" wide diagonal stripes painted white at 2 ft. O.C.
- Handicap parking sign - see detail 12 / 1.02.G.C. to provide one Van Accessible sign.
- Concrete sidewalk - see detail 22 / 1.02 for sidewalks around building
- Accessible Ramp - See detail 6 & 19 / 1.02 - Max. slope 1:12 (8.33%) , Max. cross slope 1:50 (2.00%) Truncated dome to be a contrasting color.
- New landscape area - Provide 3" topsoil & sod. See sheet 8.01 for additional information
- Slope grade from back of curb down to match the existing grade at the property line
- Screen wall - (Not Used)
- 7'3"x11'-9"x35' ht. Pylon Sign
- Loading Area: slope at max. 2-1/2% away from building.
- 18" x 24" concrete splash blocks @ building down spouts (typ.)
- 5' x 5' concrete pad
- Light pole to connect to city power from existing light pole in City ROW
- BFR per detail 09 on sheet 1.04
- Fire Hydrant
- Fire Department Connection

GENERAL NOTES

- Proof roll building and all parking areas. Notify the Architect of any unacceptable areas.
- Edge of new pavement to be flush with existing pavement.
- All sidewalk curb and gutter street paving, curb cuts, driveway approaches, handicap ramp, etc. constructed outside the property line in the right-of-way shall conform to all municipal and/or state specifications and requirements.
- For areas outside the property lines, repair and/or replace all damage done to existing elements (sidewalks, paving, landscaping, etc.) as required by owner and/or governing authority.
- For proposed utility locations, see the utility plan.
- All dimensions are to face of curb unless otherwise noted.

Westwood

Phone (214) 473-4640 Parkway Centre 1
Toll Free (888) 937-5150 2901 Dallas Parkway, Suite 400
Plano, TX 75093
westwoodps.com
Westwood Professional Services, Inc.
TIFPS FIRM REGISTRATION NO. F-1755
TIFPS FIRM REGISTRATION NO. 10074301



REVISIONS

1	4	5	6
06/28/2022			
City Comments			

AutoZone Store No. 5747
NWC OF E. OVILLA RD & SANTA ROSA DR.

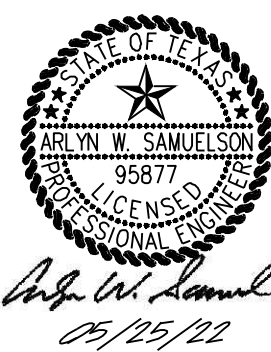
TEXAS 75154

GLENN HEIGHTS

SITE PLAN

Owner / Developer: AutoZone, Inc.
123 South Front Street, 3rd Floor
Memphis, Tennessee 38103
TEL: 901-495-8701 FAX: (901) 495-8969

For Bidding & Contractor Information Contact:
Dodge Data & Analytics, Tel. 413-930-4215
Cindy.searcy@construction.com



5/26/22

1.00



EXTERIOR SIGN PACKAGE

DATE: 12.08.21

REQUISITE CHECKLIST

ALL REQUIREMENTS MUST BE MET BEFORE BEING RELEASED TO PRODUCTION



SURVEY



ALL VECTOR AND / OR HIGH RESOLUTION ART

*DATE CHECKED (Designer name): Joe Example 9/17/21

ART CONFIRMED BY

TJG 9/17/21



ALL PAINT / VINYL / PRINT COLORS (CMYK or PMS) /
ALL STONE, BRICK, VENEER, AND FINISHES

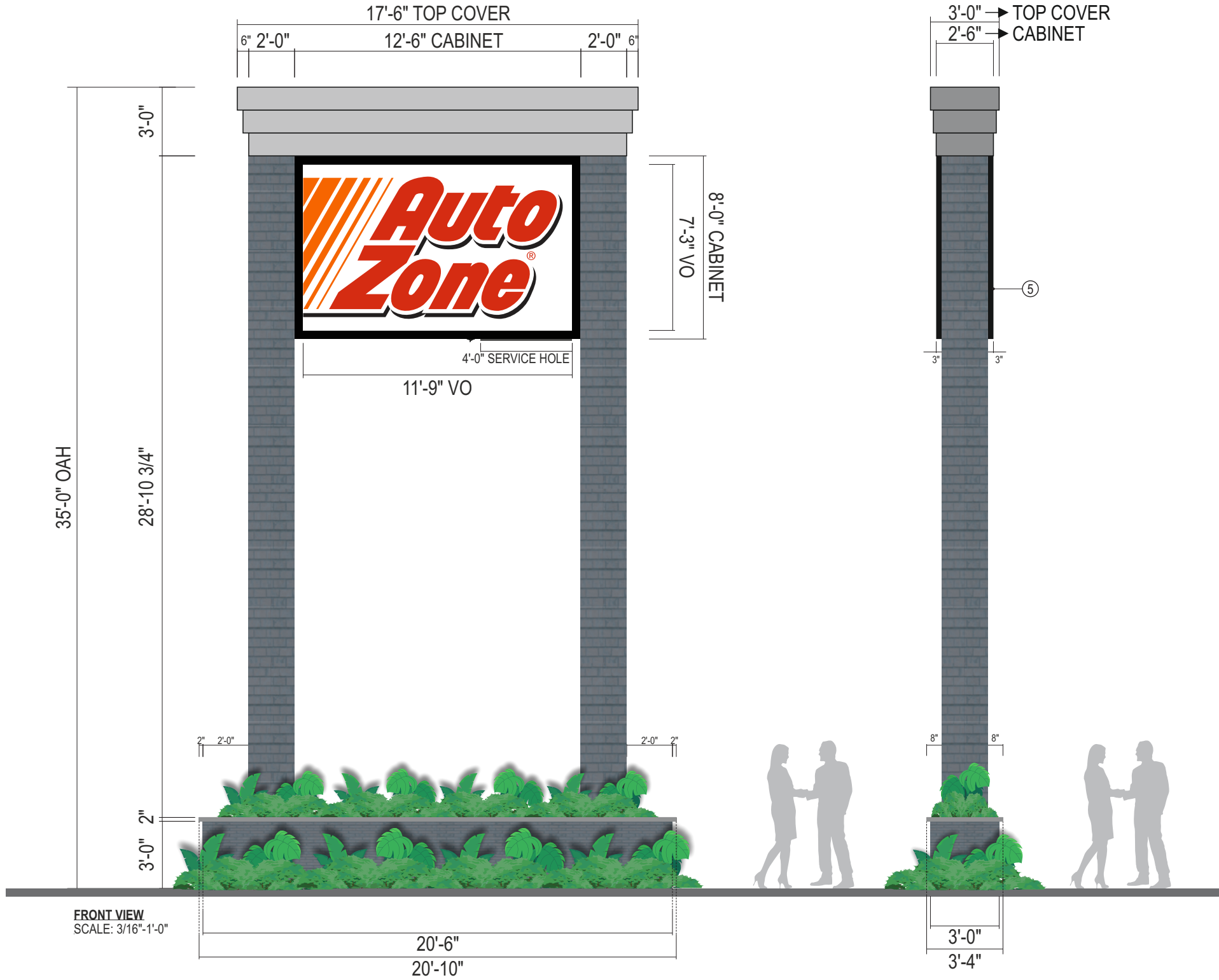
DESIGNER NOTES

- NEED PROPER PYLON MATERIAL AND ALLOWABLE AREA
- NOTES
- NOTES
- NOTES
- NOTES
- NOTES

RED LINE OVER TITLE BLOCK ON DRAWING PAGES INDICATES DRAWING IS NOT READY FOR PRODUCTION - ALL TBD ITEMS MUST BE RESOLVED.

D/F INTERNALLY ILLUMINATED PYLON (Qty 1)

SQUARE FOOTAGE: 100



JONES SIGN Your Vision. Accomplished. WWW.JONESSIGN.COM	JOB #: 267005-R5 DATE: 12.08.2021 DESIGNER: DSG SALES REP: Michael Bjorklund PROJ MGR: Tisler	REV.	DATE	BY	DESCRIPTION	CLIENT APPROVAL	DATE		Site # AutoZone	SHEET NUMBER	
		1	12.09.21	DSG	REVISED AS PER RED NOTES	LANDLORD APPROVAL	DATE		E OVILLA RD		
		2	12.10.21	ML	REVISED PLANTER HEIGHT AND ADDED A DISCONNECT SWITCH						GLENN HEIGHTS, TX
		3	12.20.21	ML	REVISED PER COMMENTS						
		4	12.20.21	ML	REVISED COLOR SPECS						
5	12.23.21	ML	REVISED PER COMMENTS	QC		DESIGN PHASE:CONCEPTUAL	1.0				
6	00.00.00	XX	XXXX								
7	00.00.00	XX	XXXX								
8	00.00.00	XX	XXXX								
9	00.00.00	XX	XXXX								
10	00.00.00	XX	XXXX								

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SQUARE FOOTAGE: 100



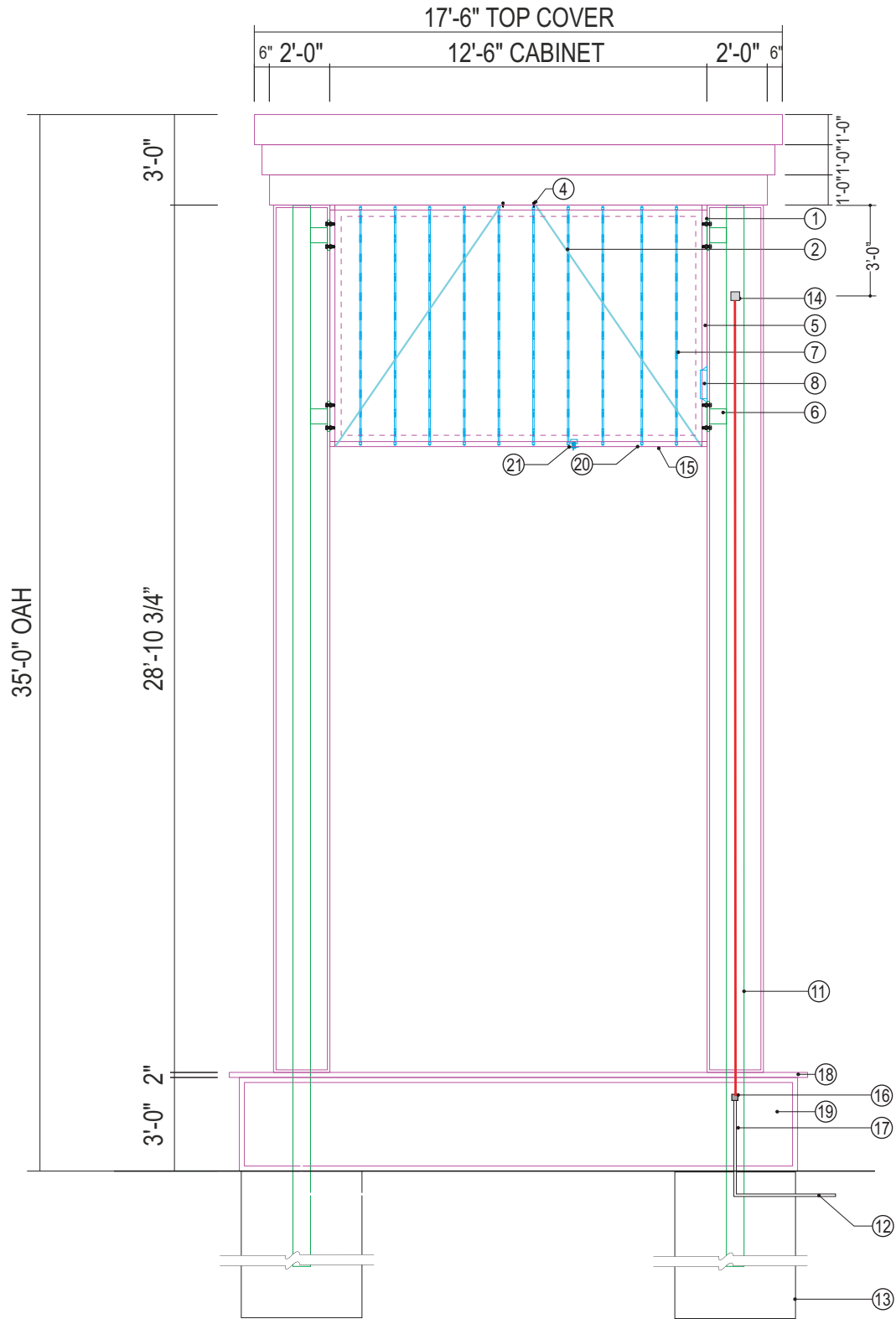
1. 2" x 2" x .250" INVERTED STEEL ANGLE FRAME SYSTEM **P-1** w/ ANGLE PUNCHED TO ACCEPT SIGTECH CLIPS / ACCESS DOOR ON BOTH SIDES OF CABINET
2. (4) 3/4" SWAY RODS
3. 4 1/2" FORMED .063" PRE-FINISHED BLACK/WHITE ALUMINUM RETAINER / FASTENED TO CABINET w/ #8 x 1/2" LG HEX WASHER HEAD TEK SCREWS
4. (2) 3/4" LIFTING EYES
5. .063" PRE-FINISHED BLACK/WHITE ALUMINUM RETURNS / FASTENED TO CABINET w/ 1/8" POP RIVETS
6. 6" X 6" STEEL TUBE WITH WELDED 12" X 12" STEEL PLATE
7. INTERNALLY ILLUMINATED w/ GE LED STICKS
8. POWER SUPPLY LOCATED INSIDE CABINET
9. 0606 WHITE COOLEY BRITE FACES / FIRST SURFACE APPLIED ARLON TRANSLUCENT VINYL GRAPHICS **V-1, V-2, V-3**
10. SIGN TECH CLIP ASSEMBLIES
11. REFER TO ENGINEERING FOR STEEL SUPPORT REQUIREMENTS / PORTION OF POLE INSIDE CABINET TO BE PAINTED **P-1** 3/4" PVC CONDUIT w/ PRIMARY ELECTRICAL WIRING BELOW GRADE PER LOCAL CODE / N.E.C. BY OTHERS
12. **ELECTRICAL HAND GUIDE** / REFER TO ENGINEERING FOR POLE EMBEDMENT SPECIFICATION AND FOOTING REQUIREMENTS
13. DRAIN HOLES / MINIMUM 4 REQUIRED
14. MULTI-TAP FIXTURES TO ACCOMMODATE ELECTRICAL EXISTING ON SITE
15. CONDUIT EXPOSED / NO HOLE REQUIRED BELOW GRADE
16. 2" MASONRY CAP **P-6**, 3'-0" TOP MASONRY CAP **P-5**
17. SMOOTH FACE CMU - BLOCK BASE PAINTED **P-6 (DONE BY OTHERS)**
18. SERVICE HOLE BELOW CABINET
19. DISCONNECT SWITCH

- STANDARD CABINET DEPTH IS 30" / TO BE ADJUSTED AS NEEDED PER ENGINEERING
- MASONRY BASE 36" DEEP
- DUE TO THE HEIGHT OF THE SIGN, JONES SIGN WILL CONTRACT THE SUB TO COMPLETE THE FOOTINGS AND SET THE POLES
- THE CABINET WILL BE INSTALLED PRIOR TO THE MASONRY BEING INSTALLED BY THE GC
- ONCE THE POLE AND CABINET ARE INSTALLED THE GC WILL BE RESPONSIBLE FOR ALL OF THE MASONRY WORK
- ATTACHMENT METHOD WILL NEED TO BE VERIFIED BY AN ENGINEER
- SPREADER BAR TO BE USED TO ENSURE CORRECT DISTANCE BETWEEN POLES



MEDIUM GRAY 1 QT FORMULA			
N 202	461.9	923.8	1847.6
N 923	203.5	407	814
N 917	98.3	196.6	393.2
N 912	9	18	36
N 921	5	10	20
N 955	157.8	315.6	631.2

SIZE	FINISHED SIZE	V.O.	CORNERS	AMPS	CIRCUITS	ILLUMINATION	POWER SUPPLIES
812 100 SQ FT	8'-0" x 12'-6"	7'-3" x 11'-9"	SQUARE	2.70	120V (1) 20 AMP CIRCUIT	(10) GE LED TETRA STICKS	(1) GE 24V-300W POWER SUPPLY



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