

**AGENDA
TOWN OF FLOWER MOUND
PLANNING AND ZONING COMMISSION MEETING**

JULY 27, 2020

LOCATION: VIRTUAL MEETING (VIDEO CONFERENCE)

[CLICK HERE](#) FOR INSTRUCTIONS ON HOW TO PARTICIPATE IN THE MEETING

.....
AN AGENDA INFORMATION PACKET IS AVAILABLE ONLINE AT www.flower-mound.com/AgendaCenter
.....

Effective March 16, 2020, Texas Governor Abbott suspended certain Open Meeting rules to allow telephonic or videoconference meetings of government bodies that are accessible to the public to decrease large groups of people from assembling. The suspension temporarily removes the requirement that government officials and members of the public be physically present at a meeting location. The Town of Flower Mound Planning and Zoning Commission meetings will be temporarily held via video conference and will not be held at the Flower Mound Town Hall. A recording of the meeting will be available the following day at <https://www.flower-mound.com/fmtv> under "Planning and Zoning Archive" tab.

A. CALL MEETING TO ORDER 6:30 P.M.

B. INVOCATION

C. GENERAL PUBLIC COMMENT

The purpose of this item is to allow the public an opportunity to address the Commission on issues that are not indicated as a "Public Hearing" on this agenda. Issues regarding daily operational or administrative matters should first be dealt with by calling Town Hall at 972-874-6000 during business hours.

[CLICK HERE](#) to submit general comments regarding issues or agenda items not indicated as a public hearing.

D. FUTURE AGENDA ITEMS

The purpose of this item is to allow the Chairman and members of the Commission an opportunity to bring forward items they wish to discuss at a future meeting, with the understanding a consensus of the Commission is needed in order for that item to be placed on a future agenda and in accordance with the Town Council Agenda Setting Policy (Ord. 65-15).

E. DIRECTOR'S REPORT

1. Strategic Planning Session Update

F. REGULAR ITEMS

1. *Minutes of July 13, 2020*

Consider approval of the minutes of the July 13, 2020, Planning and Zoning Commission Regular Session.

2. *CSP19-0001 – Service First*

Public Hearing

[CLICK HERE](#) to submit comments regarding this public hearing item.

Public hearing to consider a request for a Comprehensive Sign Package (CSP19-0001 – Service First) for Service First. The property is generally located south of Justin Road and east of Stone Hill Farms Parkway.

G. ADJOURNMENT – REGULAR SESSION

I do hereby certify that the Notice of Meeting was posted on the Town of Flower Mound website (www.flower-mound.com) on the following date and time: July 23, 2020, at 4:00 p.m., at least 72 hours prior to the scheduled time of said meeting.

LauriAnn Cash, Executive Assistant

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.



PLANNING AND ZONING COMMISSION
AGENDA ITEM NO: 1
REGULAR ITEM

DATE: July 13, 2020

FROM: LauriAnn Cash, Development Services Executive Assistant

ITEM: Consider approval of the minutes of the July 13, 2020, Planning and Zoning Commission Regular Session.

I. BACKGROUND INFORMATION

The Planning and Zoning Commission held a regular meeting on July 13, 2020.

II. ATTACHMENTS

1. Draft Minutes

THE FLOWER MOUND PLANNING & ZONING COMMISSION MEETING HELD ON THE 13TH DAY OF JULY 2020, VIA VIRTUAL MEETING (VIDEO CONFERENCE), DUE TO THE COVID-19 PANDEMIC, IN THE TOWN OF FLOWER MOUND, COUNTY OF DENTON, TEXAS, AT 6:30PM

The Planning & Zoning Commission met in a regular session via video conference with the following members present:

David Johnson	Chair
Brad Ruthrauff	Vice-Chair
Adam Schiestel	Commissioner, Place 2
Robert Rawson	Commissioner, Place 3
Philip Del Vecchio	Commissioner, Place 5
Laura Dillon	Commissioner, Place 6
Robert Cox	Commissioner, Place 8
Timothy Fink	Commissioner, Place 9

Constituting a quorum with the following members absent:

None

(Places 8 and 9 of the Commission do not vote on items unless they sit in place of one of the regular members, Places 1-7.)

And the following members of Town staff present on the video conference:

Lexin Murphy	Director of Planning Services
Alicia Kreh	Town Attorney
Robert Pegg	Assistant Director of Engineering
Poornima	Principal Planner
LauriAnn Cash	Executive Assistant

- A. **CALL REGULAR SESSION TO ORDER (Council Chambers): 6:30 P.M.**
- B. **INVOCATION**
- C. **GENERAL PUBLIC COMMENTS**

Amy Wentworth-Kotara, 3528 Pecan Park Drive, regarding Regular Item #2
Tom Shearer, 3313 Pecan Park Drive, regarding Regular Item #2
Anna Shearer, 3313 Pecan Park Drive, regarding Regular Item #2
Gary Miley, 3513 Pecan Park Drive, regarding Regular Item #2
Allen Faulhaber, 3505 Pecan Park Drive, regarding Regular Item #2
Maryann Faulhaber, 3505 Pecan Park Drive, regarding Regular Item #2
John Cameron, 3400 Pecan Park Drive, regarding Regular Item #2
Becky Cameron, 3400 Pecan Park Drive, regarding Regular Item #2
Curt Stanworth, 3409 Pecan Park Drive, regarding Regular Item #2
Terri Stanworth, 3409 Pecan Park Drive, regarding Regular Item #2
Keith Schwartz, 3404 Pecan Park Drive, regarding Regular Item #2
Brenda Schwartz, 3404 Pecan Park Drive, regarding Regular Item #2
Mia Schwartz, 3404 Pecan Park Drive, regarding Regular Item #2
Lindsay Schwartz, 3404 Pecan Park Drive, regarding Regular Item #2
Lauren Schwartz, 3404 Pecan Park Drive, regarding Regular Item #2
David Goldmeyer, 3571 Pecan Park Drive, regarding Regular Item #2

Jason Campbell, 3312 Pecan Park Drive, regarding Regular Item #2
Buffie Campbell, 3312 Pecan Park Drive, regarding Regular Item #2
Kimberly King, 3401 Pecan Park Drive, regarding Regular Item #2
Leroy Levenberry, 3401 Pecan Park Drive, regarding Regular Item #2
Sophie Luce, 3413 Pecan Park Drive, regarding Regular Item #2
Paule Luce, 3413 Pecan Park Drive, regarding Regular Item #2
Timothy Luce, 3413 Pecan Park Drive, regarding Regular Item #2
James Kendall, 3504 Pecan Park Drive, regarding Regular Item #2

D. FUTURE AGENDA ITEMS

1. Commissioner Schiestel requested Staff research the definition and intent of the Cross Timbers Protection Area in an effort to determine whether additional guidance may be warranted to protect these areas.
2. Vice-Chair Ruthrauff requested Staff investigate additional outreach opportunities to surrounding communities to very whether there could be unknown, underlying concerns related to new development projects.

E. DIRECTOR'S REPORT

1. Agenda Template
2. New Planning & Zoning Commission Attorney

F. REGULAR ITEMS

1. **Consider approval of the minutes of the June 22, 2020, Planning and Zoning Commission Regular Session.**

Commission Deliberation

Vice-Chair Ruthrauff moved to approve the minutes of June 22, 2020. Commissioner Dillon seconded the motion.

VOTE ON THE MOTION

AYES: Del Vecchio, Ruthrauff, Dillon, Cox

NAYS: None

ABSTAIN: Schiestel, Rawson

The motion to approve passed with a vote of 4 to 0 to 2.

2. **Consider a request for a Record Plat (RC19-0004 – Traditions of Flower Mound) to create a residential subdivision with an exception to the grading criteria, regarding residential lot-to-lot drainage, contained in the Town's Engineering Design Criteria and Construction Standards adopted through Chapter 32 of the Code of Ordinances. The property is generally located west of Old Settlers Road and north of Harris Road.**

Staff Presentation

Poornima Kashyap, Principal Planner

Applicant Presentation

Casey Gregory, Sanchez & Associates; present for questions, no presentation
Bhujang Karakavasala, eDataWorld; present for questions, no presentation

Commission Deliberation

Commissioner Cox moved to recommend approval of RC19-0004 – Traditions of Flower Mound, as presented. Commissioner Dillon seconded the motion.

VOTE ON THE MOTION

AYES: Cox, Dillon, Ruthrauff, Schiestel

NAYS: Del Vecchio, Rawson

The motion to approve passed with a vote of 4 to 2.

3. **Public Hearing to consider a request to vacate a previously approved replat (VP20-0001 – Rocky Hill Farms, which is a portion of Lot 2, Block A, The Estates of Tour 18, Section Four and a portion of Lot 9R, Block 1, The Estates of Tour 18, Section One). The property is generally located north of Cross Timbers Road and west of Freeman Road.**

Staff Presentation

Poornima Kashyap, Principal Planner

Applicant Presentation

Alec Bidwell, McAdams; present for questions, no presentation

Spoke In Favor:

Greg Crouse, 5902 Pine Valley Drive
Thomas Ricci, 4800 Tour 18 Drive
Paul Poley, 4704 Tour 18 Drive
Jeff York, 4901 Bridle Bit Road
Glen Onstad, 4604 Tour 18 Drive

Spoke In Opposition:

None

Commission Deliberation

Vice-Chair Ruthrauff moved to approve VP20-0001 – Rocky Hill Farms. Commissioner Sheistel seconded the motion.

VOTE ON THE MOTION

AYES: Schiestel, Rawson, Del Vecchio, Ruthrauff, Dillon, Cox

NAYS: None

The motion to approve passed with a vote of 6 to 0.

4. **CSP19-0001 – Service First:** This item was previously noticed for an in-person public hearing and consideration by the Planning & Zoning Commission. However, with the transition to a virtual format, the Town of Flower Mound re-noticed this item for July 27, 2020.
5. **SUP20-0005 – Lakeside Crossing Building 5 (Smoothie King):** This item was previously noticed for an in-person public hearing and consideration by the Planning & Zoning Commission. However, with the transition to a virtual format, the Town of Flower Mound re-noticed this item for July 27, 2020.
6. **LDR20-0003 – Informational Sign Requirements:** This item was previously noticed for an in-person public hearing and consideration by the Planning & Zoning Commission. However, with the transition to a virtual format, the Town of Flower Mound re-noticed this item for August 10, 2020.

G. ADJOURNMENT – REGULAR SESSION 8:41 P.M.

TOWN OF FLOWER MOUND, TEXAS

Lexin Murphy, Director of Planning Services

ATTEST:

LauriAnn Cash, Executive Assistant



PLANNING AND ZONING COMMISSION

AGENDA ITEM NO: 2

REGULAR ITEM

DATE: July 27, 2020

FROM: Poornima Kashyap, Principal Planner

ITEM: **Public Hearing to consider a request for a Comprehensive Sign Package (CSP19-0001 - Service First) for Service First. The property is generally located south of Justin Road and east of Stone Hill Farms Parkway.**

I. ITEM SUMMARY

This application has been reviewed by DRC and determined to be ready for consideration by the Planning and Zoning Commission.

This application will require final action by the Town Council.

II. APPLICATION ANALYSIS

The purpose of the request is to obtain approval of a Comprehensive Sign Package (CSP) in order to allow additional wall signs for the Service First development. The table below provides a comparison of the number of signs that are allowed by the Town's Sign Ordinance and the number of additional signs requested by the applicant. The additional signs are located above the bay doors and identify where the services are performed, as opposed to more typical signs that are used to advertise the business itself. The signs facing Justin Road have nine-inch-tall lettering and the other requested signs are 12 inches tall.

	Max. Number of signs allowed by Town's Code	No. of total signs requested with this CSP
North facade	1 primary and 2 secondary	1 primary and 5 secondary
West Facade	1 primary	1 primary and 4 secondary
East Facade	None permitted	4 secondary

In terms of allowable square footage for the signs, the sign ordinance allows Service First to have a maximum sign area of 300 square feet each on the north and the west facades for a total of 600 square feet. They are requesting 266.4 square feet of total signage through this CSP. The table below provides a comparison of maximum allowed, approved, requested, and total square footages of all signs.

	Max. square footage allowed	Square footage of approved signs	Square footage of the additional requested signs	Total square footage of all signs
North facade	300 sf	Primary = 50.5 sf Secondary = 19 sf	27.4*	96.9 sf
West Facade	300 sf	Primary = 50.5 sf	52.25 sf	102.75 sf
East Facade	None	None	66.75 sf	66.75 sf
Total	600 sf			266.4 sf

*A 7.5 square-foot secondary sign (out of the 27.4 sf) will be allowed by right even if this CSP is denied.

The Town's Sign Code states that the purpose of a Comprehensive Sign Package is to "allow for a specialized review of signs which may have meritorious design and seek to promote a unique quality for an existing or proposed development, but which require special consideration."

On May 21, 2018, the Town Council approved a site plan (SP18-0004) to develop an auto repair garage. On October 17, 2019, Service First received a Certificate of Occupancy from the Town.

III. CORRESPONDENCE

The Town Code requires both public notice in a newspaper of general circulation (Denton Record Chronicle) and notification of the property owners within 200 feet of the subject property for all zoning application requests. CSP19-0001 had a total of 9 Property Owner Notifications mailed. At the time this report was written, staff had not received any correspondence regarding this item.

IV. ATTACHMENTS

A. Background Information

1. Vicinity Map
2. Letter of Intent

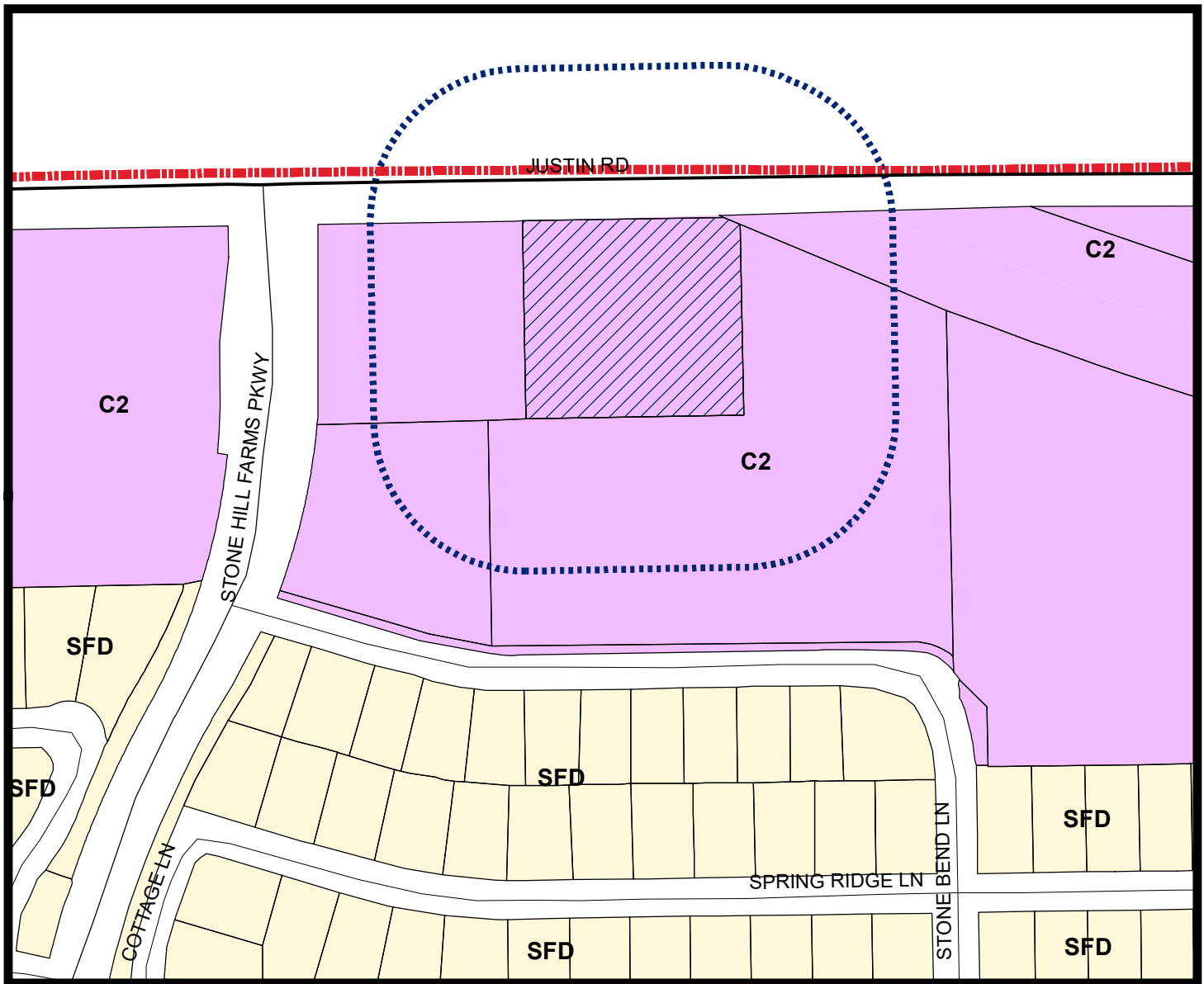
B. Application Details

1. Comprehensive Sign Package



Vicinity Map

Reference Project: CSP19-0001



LEGEND

Single Family Density

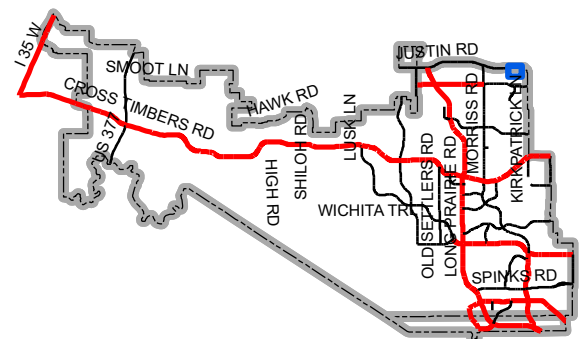
Commercial 2

Subject Property

200 ft Notification Buffer around Property



0 155 310 620 Feet



Map Location



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P: 214.902.2000

F: 214.902.2044

14201 Sovereign Road
Suite 101
Fort Worth, TX 76155

chandlersigns.com

Planning Services
Town of Flower Mound
2121 Cross Timbers Rd.
Flower Mound, TX 75028

Re: Letter of Intent - Signage
Service First Automotive
1421 Justin Rd.
Flower Mound, TX 75028

This letter is to formally request your consideration and approval of a Comprehensive Sign Package for Service First Automotive. Service First Automotive proud member of the Flower Mound business community and provides an upscale automotive service experience to its customers.

With having both a Service Center and an Express Lubrication Center on an almost 2 acre lot, wayfinding is very important to their customers. The signs in question are located above the bay doors and identify where services are performed. The bay door signs are 12" and 9", with the 9" letters facing Justin Rd. The maximum readability of 9" letters under ideal conditions is 360 feet. The letters on the building are approximately 100 feet of the road and parallel (not perpendicular) to the road. Add to it that the speed limit on Justin Rd. is 40 miles per hour and you can see that these signs were intended as directional devices for on property traffic, customer accessibility and safe navigation of the property.

Much consideration has gone into this building design to provide their customers with a welcome atmosphere and a satisfying experience overall. The signs on the bay doors are part of this concept. They invoke a sense of old time charm while also showing that the facility is clean and modern. This meritorious design is what's missing in much of the current new "box type" construction taking place today. Below I have outlined how the additional signage does not exceed what is currently allowed by code.

West Elevation: Service First sign – 50.5 square feet (currently permitted) / Bay signs (4) – 52.25 square feet total

East Elevation: Bay signs (4) – 66.75 square feet total

North Elevation: Service First sign – 50.5 square feet (currently permitted) / Bay Signs (5) – 46.4 square feet total

The requested additional bay signs add a total of 165.4 square feet over all three elevations. With the 101 square feet already permitted, the total square footage of signs on the building is 266.4 square feet. With the size of this building, Service First would be entitled to up to 300 square feet, for the North and West elevations.

In order to maintain this facility as it is, Service First Automotive and Chandler Signs respectfully requests that the Town of Flower Mound approve this Comprehensive Sign Package. This building design and sign layout is part of Service First's National Image and Marketing Program. It is consistent with almost all of the previously built locations and continues to be their standard for all of their upcoming locations. As demonstrated above, the size of the signs are not excessive nor do they adversely affect any of the surrounding businesses. Thank you for considering our application and if any more information is needed, please feel free to reach out to me.

Sincerely,



CHANDLER
SIGNS

Fred Finch
Chandler Signs
14201 Sovereign Rd. #101
Fort Worth, TX 76155
972-739-6537 - office

P: 214.902.2000

F: 214.902.2044

14201 Sovereign Road

Suite 101

Fort Worth, TX 76155

chandlersigns.com



Design #
0408204A

Sheet 1 of 7

Client
SERVICE FIRST

Address
1421 JUSTIN RD
FLOWER MOUND, TX

Account Rep. F. FINCH | RM

Designer JP

Date 5/19/20

Approval / Date	
Client	
Sales	
Estimating	
Art	
Engineering	
Landlord	

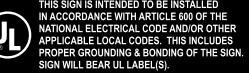
Revision/Date	



chandlersigns.com	
National Headquarters	14201 Sovereign Road #101 Fort Worth, TX 76155 (214) 902-2000 Fax (214) 902-2044
San Antonio	17319 San Pedro Ave Ste 200 San Antonio, TX 78232 (210) 349-3804 Fax (210) 349-8724
West Coast	3220 Executive Ridge Dr Ste 250 Vista, CA 92081 (760) 734-1708 Fax (760) 734-3752
Northeast US	2301 River Road Suite 201 Louisville, KY 40206 (502) 897-9800 Cell (502) 554-2575
Florida	2584 Sand Hill Point Circle Davenport, FL 33837 (863) 426-1100 Fax (863) 424-1160
Georgia	111 Woodstone Place Dawsonville, GA 30534 (678) 725-8852 Fax (210) 349-8724
South Texas	PO BOX 125 206 Doral Drive Portland, TX 78374 (961) 963-5999 Fax (361) 643-6533

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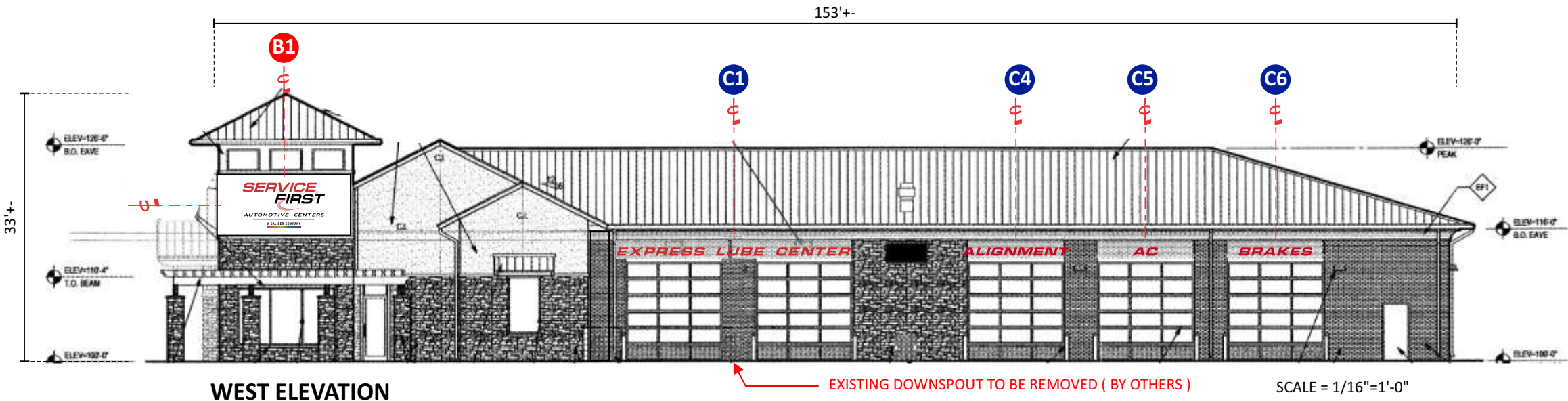
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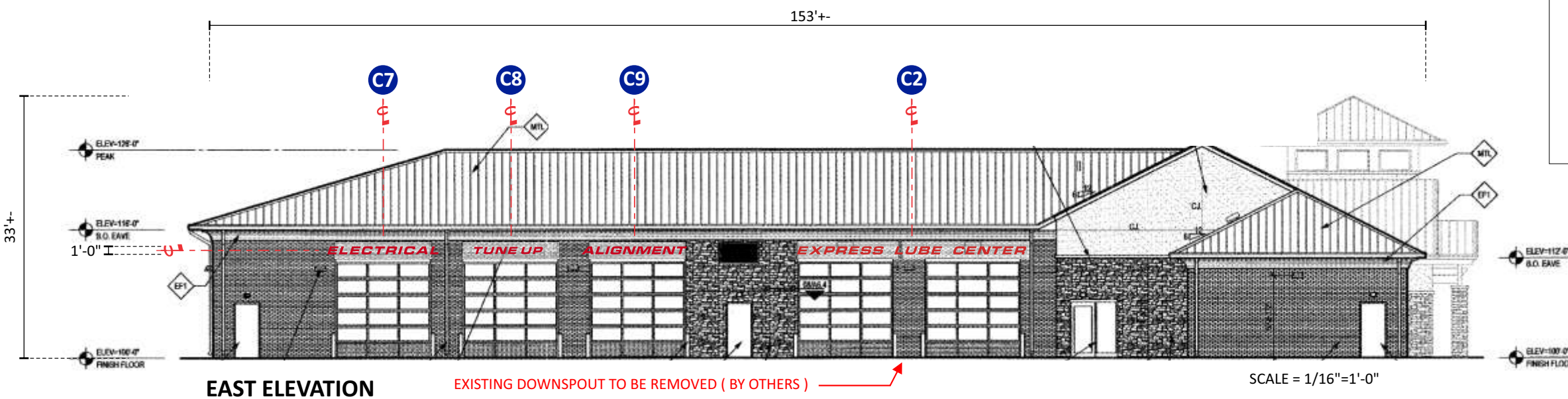
A CALIBER COMPANY



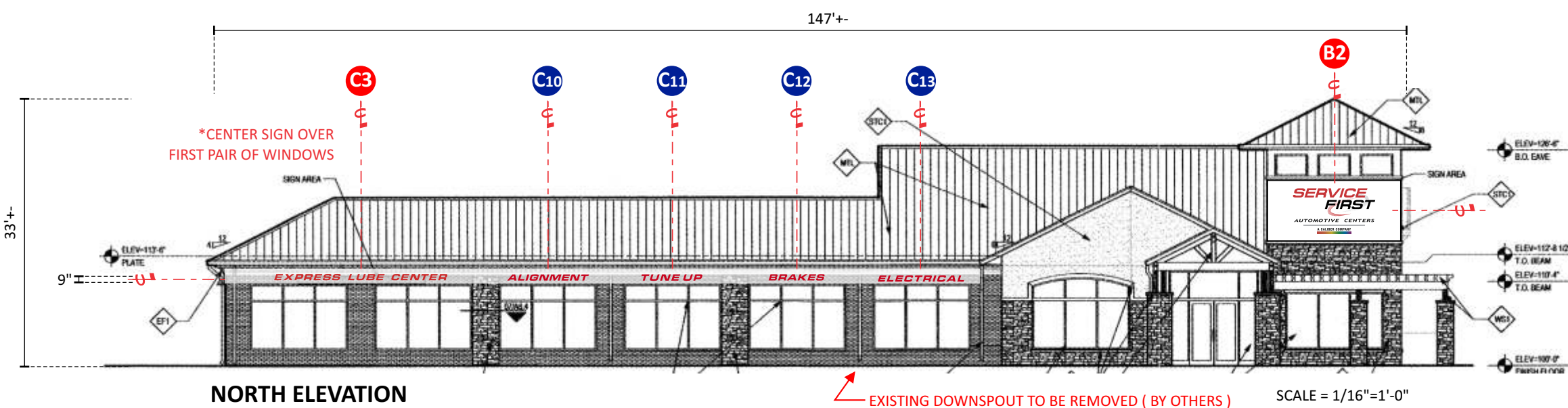
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Sheet 2 of 7	
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SERVICE FIRST	
Address	
1421 JUSTIN RD FLOWER MOUND, TX	
Account Rep.	F. FINCH RM
Designer	JP
Date	5/19/20
Approval / Date	
Client	
Sales	
Estimating	
Art	
Engineering	
Landlord	
Revision/Date	



WEST ELEVATION



EAST ELEVATION



NORTH ELEVATION

SIGN LEGEND

- PERMITTED/APPROVED SIGNS
- REQUESTED SIGNS



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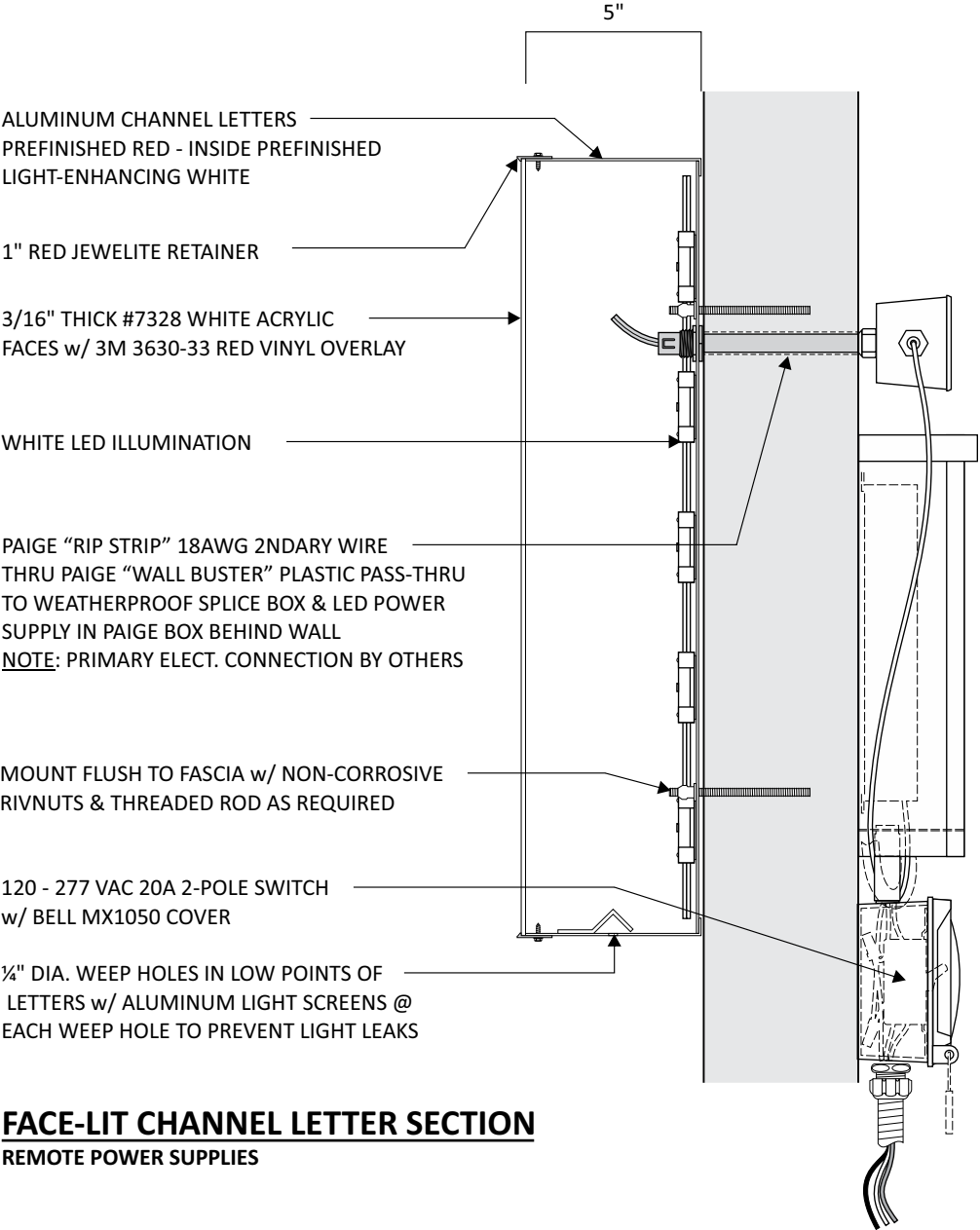
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APPLICABLE LOCAL CODES. THIS INCLUDES
PROPER GROUNDING & BONDING OF THE SIGN.
SIGN WILL BEAR UL LABEL(S).



FACE LIT CHANNEL LETTERS

TWO (2) SETS REQUIRED - MANUFACTURE & INSTALL

SCALE: 3/8" = 1' - 0"



FACE-LIT CHANNEL LETTER SECTION
REMOTE POWER SUPPLIES

Design #		
0408204A		
Sheet	3	of 7
Client		
SERVICE FIRST		
Address		
1421 JUSTIN RD FLOWER MOUND, TX		

Account Rep. F. FINCH | RM

Designer JP

Date 5/19/20

Approval / Date	
Client	
Sales	
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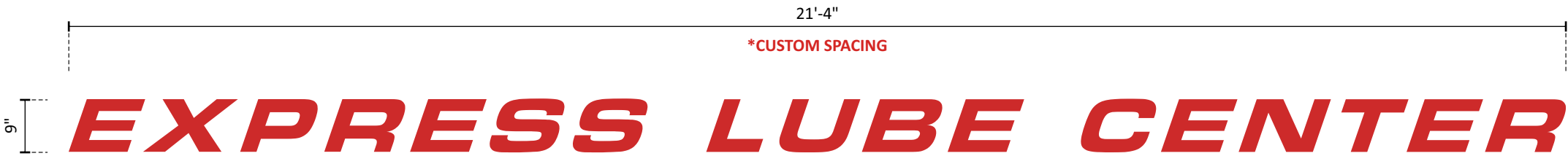
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SIGN WILL BEAR UL LABEL(S).

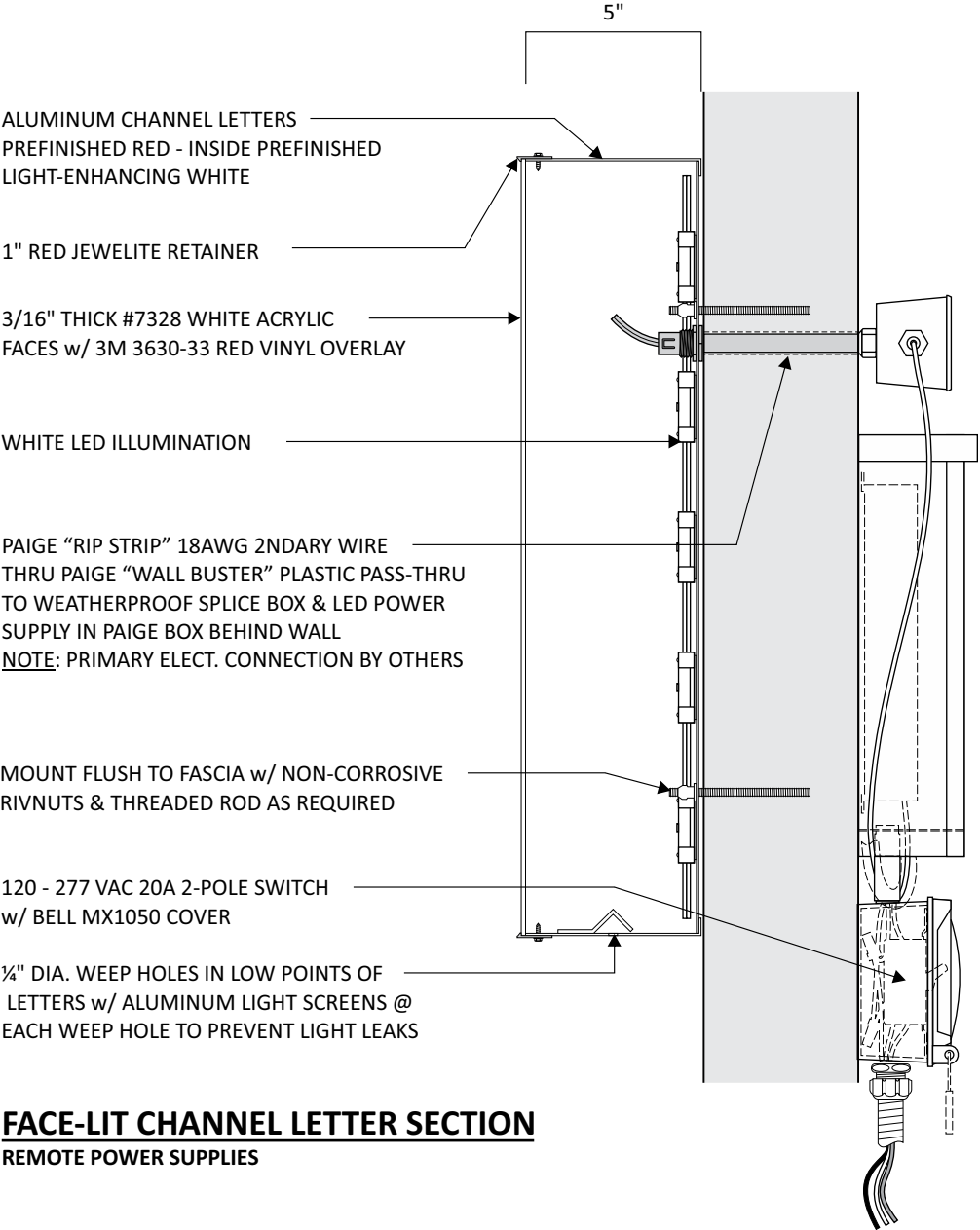




FACE LIT CHANNEL LETTERS - 9" LETTERS

ONE (1) SET REQUIRED - MANUFACTURE & INSTALL

SCALE: 1/2" = 1' - 0"



FACE-LIT CHANNEL LETTER SECTION
REMOTE POWER SUPPLIES

Design #	
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Sheet	of
4	7
Client	
SERVICE FIRST	
Address	
1421 JUSTIN RD FLOWER MOUND, TX	
Account Rep.	F. FINCH RM
Designer	JP
Date	5/19/20
Approval / Date	
Client	
Sales	
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Revision/Date	



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Client SERVICE FIRST																				
Address 1421 JUSTIN RD FLOWER MOUND, TX																				
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Designer	JP																			
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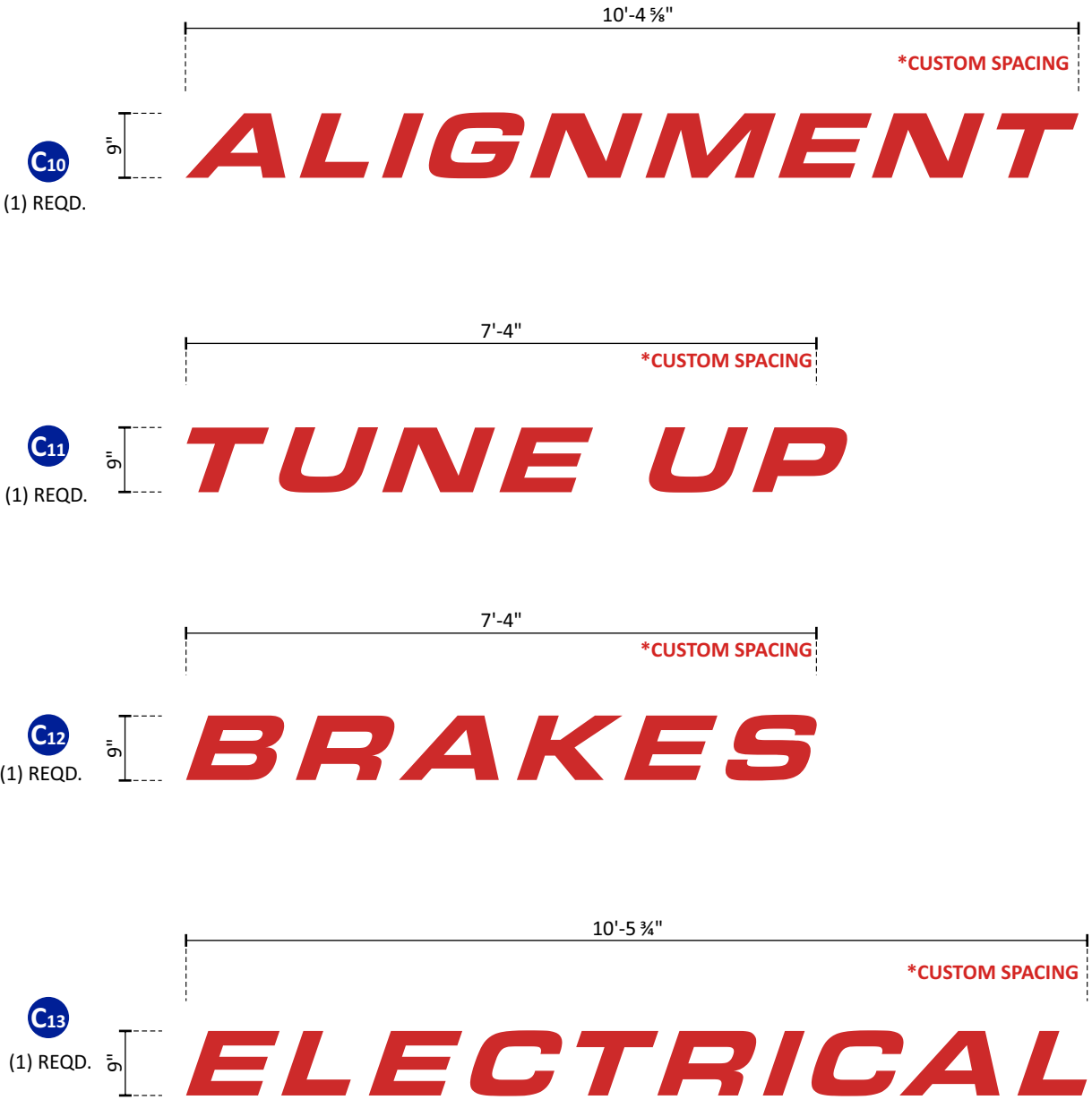
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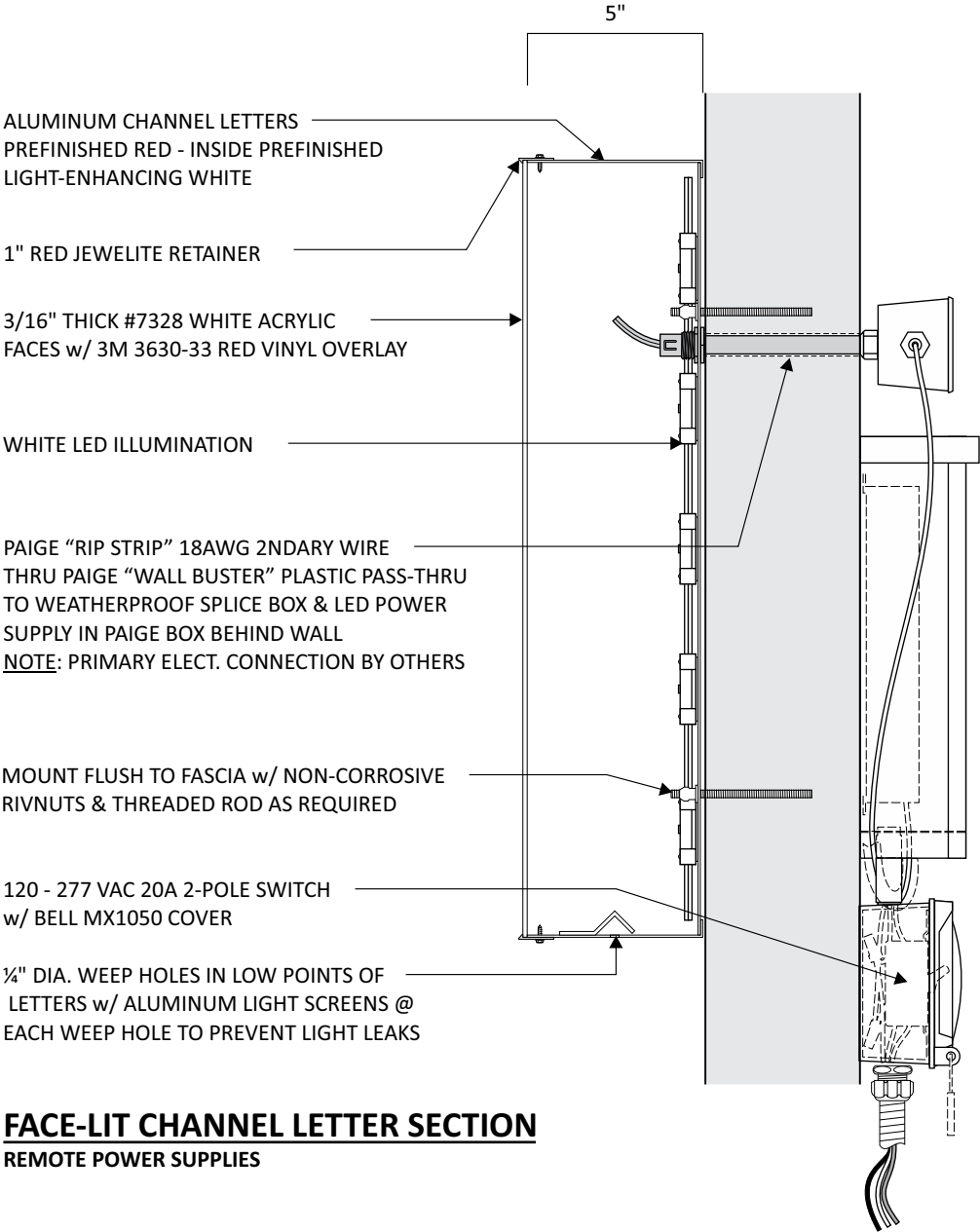
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SIGN WILL BEAR UL LABEL(S).



FACE LIT CHANNEL LETTERS - 9" LETTERS

SCALE: 1/2" = 1' - 0"

ONE [1] SET EACH REQUIRED (4 TOTAL SETS OF LTRS) - MANUFACTURE & INSTALL



FACE-LIT CHANNEL LETTER SECTION

REMOTE POWER SUPPLIES

Design #	
0408204A	
Sheet	6 of 7
Client	
SERVICE FIRST	
Address	
1421 JUSTIN RD FLOWER MOUND, TX	
Account Rep.	F. FINCH RM
Designer	JP
Date	5/19/20
Approval / Date	
Client	
Sales	
Estimating	
Art	
Engineering	
Landlord	
Revision/Date	

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National Headquarters	14201 Sovereign Road #101 Fort Worth, TX 76155 (214) 902-2000 Fax (214) 902-2044
San Antonio	17319 San Pedro Ave Ste 200 San Antonio, TX 78232 (210) 349-3804 Fax (210) 349-8724
West Coast	3220 Executive Ridge Dr Ste 250 Vista, CA 92081 (760) 734-1708 Fax (760) 734-3752
Northeast US	2301 River Road Suite 201 Louisville, KY 40206 (502) 897-9800 Cell (502) 554-2575
Florida	2584 Sand Hill Point Circle Davenport, FL 33837 (863) 426-1100 Fax (863) 424-1160
Georgia	111 Woodstone Place Dawsonville, GA 30534 (678) 725-8852 Fax (210) 349-8724
South Texas	PO BOX 125 206 Doral Drive Portland, TX 78374 (961) 563-5999 Fax (361) 643-6533

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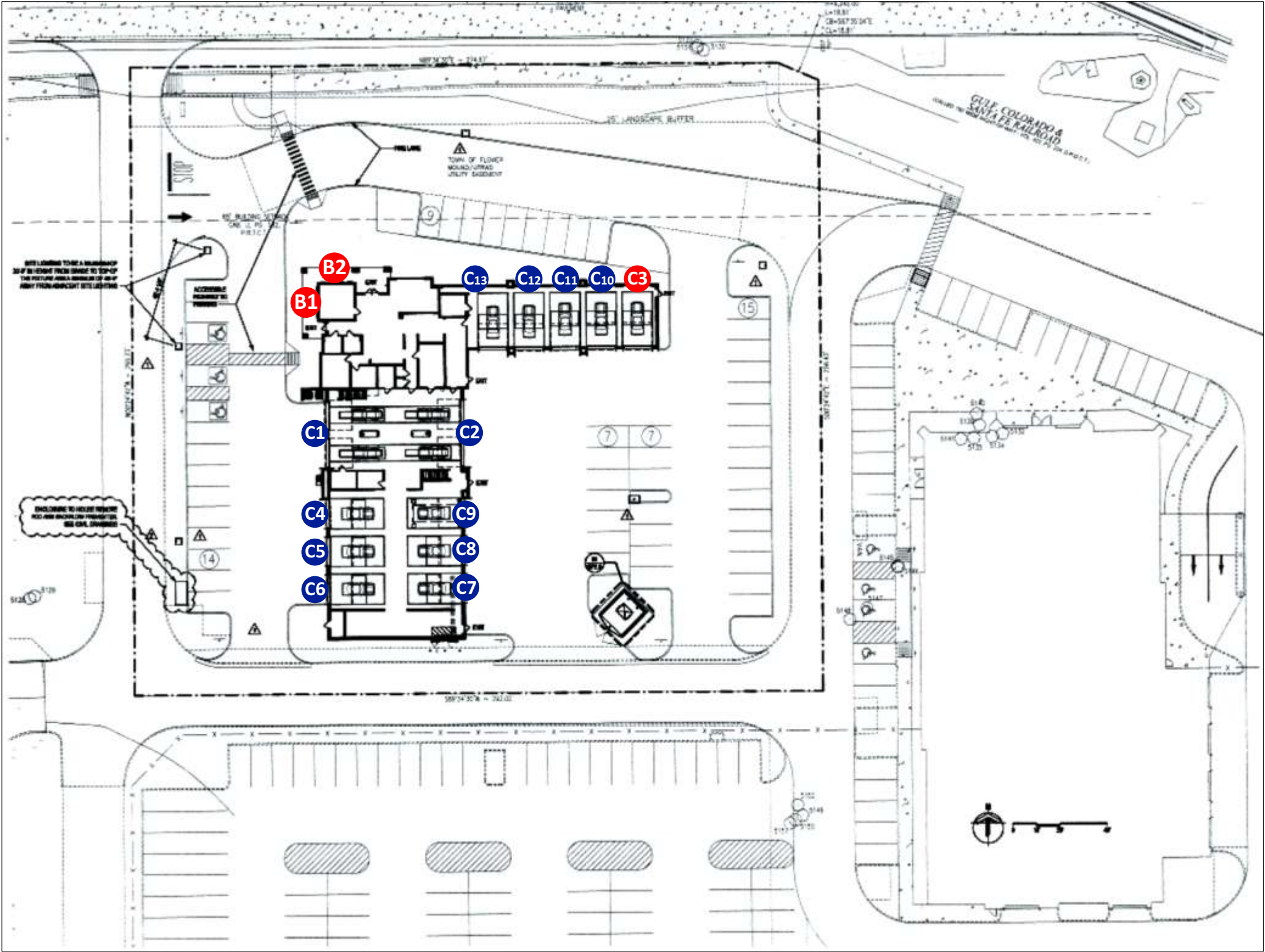
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SIGN LEGEND

PERMITTED/APPROVED SIGNS

REQUESTED SIGNS



SITE PLAN

Design #	0408204A
Sheet	7 of 7
Client	SERVICE FIRST
Address	1421 JUSTIN RD FLOWER MOUND, TX
Account Rep.	F. FINCH RM
Designer	JP
Date	5/19/20
Approval / Date	
Client	
Sales	
Estimating	
Art	
Engineering	
Landlord	
Revision/Date	

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