

PLANNING AND ZONING COMMISSION SEPTEMBER 23, 2024 AT 6:00 P.M. 10 NORTH ROBINSON, CLEBURNE, TEXAS 76031 COUNCIL CHAMBERS OF CITY HALL

This meeting is open to the public. A member of the general public who wishes to participate in the meeting may do so via the following options:

- <u>In person:</u> Complete a speaker/comment registration card and turn it in to City Staff before the meeting begins or before speaking to the Commission.
- <u>Submit questions/comments online:</u> Complete a speaker/comment registration card found on the City's online Agenda Center. Registration cards received by 5:30 p.m. the same day will be distributed to the Commission for consideration.

Pursuant to Section 551.071, Texas Government Code, the Commission reserves the right to convene in Executive Session(s) from time to time as deemed necessary during this meeting to receive advice from its attorney on any posted agenda item.

CHAIR:		COMMUNITY DEVELOPMENT			
ALBERT	ARCHER, SR.		DIRECTOR:	_	
VICE CH	A IDM A NI		MARCOS NARVAE	Z	
VICE-CHAIRMAN: SONNY ALBERTSON			PLANNING MANAG	GER:	
			DANIELLE CASTILI		
COMMIS	SION MEMBERS:				
VANCE CASTLES				PLANNING ASSISTANT:	
STEPHANIE PHILIPS CHRIS SAUNDERS			MAKAI MARSHALL		
			CITY ENGINEER:		
ROBERT WALKER			KENT CONNER		
			CITY ATTORNEY: LINDSEY HALE		
			LINDOLTTIALL		
STUDY S	SESSION - 6:00 P.	M.			
l.	Call to Order.				
II.	Roll Call.				
III. Elect an Acting Chairman.					
	MOTION SECOND				
			POSTPONED		
IV.	Undato on actio	ne takon by the Ci	ty Council at their las	et mooting on Plan	nina
IV.	Update on actions taken by the City Council at their last meeting on Planning and Zoning cases.				
	aa =0g 0400				
V.	Discussion of all items on the September 23, 2024 Agenda. No action w				II be

taken and each item will be considered during the Regular Session.

VI. Discuss agenda items for future Planning and Zoning Commission consideration.

REGULAR SESSION – 6:30 P.M. or immediately following Study Session

I.	Call to Order.					
II.	Roll Call.					
III.	Elect an Acting Chairman.					
	MOTION SECOND					
	APPROVED DENIED POSTPONEDTABLED					
IV.	Citizen Comments: An opportunity for the public to make comments or address concern regarding any matter not posted on the agenda.					
V.	Approval of Minutes: Consider the minutes of the September 9, 2024 Planni Zoning Commission meeting.					
	MOTION SECOND					
	APPROVED DENIED POSTPONEDTABLED					
VI.	Section I: Zoning					
	a. CONSIDER REQUEST FOR A SPECIFIC USE PERMIT (SUP) FOR A PETROLEUM AND GAS STORAGE AND COLLECTION FACILITY ON ±2.71 ACRES, ZONED (INDUSTRIAL DISTRICT), LOCATED AT 210A KIMBERLY DRIVE, CASE ZC24-038					
	A PUBLIC HEARING IS REQUIRED FOR THIS CASE.					
	MOTION SECOND					
	APPROVED APPROVED WITH CONDITIONS DENIED					
	POSTPONEDTABLED					
	This case will be considered by the City Council at 5 pm on October 8, 2024.					
VII.	Adjournment.					

THIS IS NOT A VERBATIM TRANSCRIPTION CITY OF CLEBURNE PLANNING AND ZONING COMMISSION MINUTES OF THE SEPTEMBER 9, 2024 MEETING

The Planning and Zoning Commission (P&Z) of the City of Cleburne met in open session on Monday, September 9, 2024 at 6:00 p.m. in the Council Chambers of City Hall, located at 10 N. Robinson Street, Cleburne, TX. Planning and Zoning Commission meetings are open to the public.

COMMISSION MEMBERS PRESENT:

Albert Archer Sr. – Chairman Sonny Albertson – Vice-Chairman Vance Castles Chris Saunders Robert Walker

COMMISSION MEMBERS ABSENT:

Stephanie Philips Peter Svendsen

CITY STAFF PRESENT:

Marcos Narvaez, Community Development Director Danielle Castillo, Planning Manager Makai Marshall, Planning Assistant Kent Conner, City Engineer Lindsey Hale, City Attorney

CITY STAFF ABSENT:

CALL TO ORDER:

The meeting was called to order by Chairman Archer at 6:00 p.m. It was established that a quorum was present.

STUDY SESSION:

The Planning and Zoning Commission discussed the following items during study session:

- i. Update on actions taken by the City Council at their last meeting on Planning and Zoning cases.
- ii. Discussion of all items on the August 26, 2024 Agenda.No action was taken and each item was considered during the Regular Session.
- iii. Discuss agenda items for future Planning and Zoning Commission consideration.

The study session adjourned at 6:13 p.m. and the regular session began at 6:30 p.m.

CITIZEN COMMENTS:

There were no citizen comments at this meeting.

APPROVAL OF MINUTES:

The minutes of the August 26, 2024 Planning and Zoning Commission meeting were considered.

There being no items for discussion, Chairman Archer called for a motion.

Vice-Chairman Albertson made a motion to approve the minutes of the August 26, 2024 meeting and the motion was seconded by Commissioner Castles. **The motion to approve the minutes carried by a vote of 5-0.**

SECTION I: ZONING:

CONSIDER REQUEST TO REZONE FROM PD (PLANNED DEVELOPMENT DISTRICT) PER ORDINANCE NO. OR07-2019-38 TO SF-7 (SINGLE-FAMILY DWELLING DISTRICT) ON ±5.73 ACRES, LOCATED AT 912 FULLER ROAD, **CASE ZC24-033**.

Danielle Castillo, Planning Manager, presented the case and briefed the Commission on the request.

Chairman Archer opened the public hearing.

There being no questions or items for discussion, Chairman Archer closed the public hearing and called for a motion.

Commissioner Walker made a motion to approve the rezoning request as presented. Commissioner Castles seconded the motion. The motion to approve the rezoning request as presented carried by a vote of 5-0.

CONSIDER REQUEST TO AMEND THE ZONING AND SPECIFIC USE PERMIT (SUP) ORDINANCE NO. 12-2023-84 TO AUTHORIZE AMENDMENTS TO THE DEVELOPMENT REGULATIONS FOR THE SELF-STORAGE FACILITY ON ± 15.75 ACRES, LOCATED AT 3905 NORTH MAIN STREET, **CASE ZC24-032.**

Danielle Castillo, Planning Manager, presented the case and briefed the Commission on the request.

Chairman Archer questioned staff why the Texas Department of Transportation (TxDOT) required the relocation of the main entryway.

Kent Conner, City Engineer, responded that he believed the reason TxDOT required the relocation of the main entryway was to match the existing driveway on the property and to provide more distance between this entryway and the driveway to the north.

Chairman Archer questioned staff if there was a direct turn in or traffic light at this location.

Mrs. Castillo responded that there was not a direct turn in or traffic light at this location.

Chairman Archer questioned staff if a U-turn would be required when traveling north along Main Street to this property.

Mr. Conner responded that was correct and that the nearest median is near the southern entrance of the apartment complex that is north of this property.

Vice-Chairman Albertson questioned staff if TxDOT would require a median to the entrance of this property.

Mr. Conner responded that he was unaware of TxDOT requiring a new median at this location but stated that a right-turn lane would be required.

Chairman Archer opened the public hearing.

There being no other questions or items for discussion, Chairman Archer closed the public hearing and called for a motion.

Commissioner Walker made a motion to approve the SUP amendment request as presented. Vice-Chairman Albertson seconded the motion. The motion to approve the SUP amendment request as presented carried by a vote of 5-0.

THERE BEING NO OTHER BUSINESS, THE MEETING WAS ADJOURNED AT 6:48 P.M.

Planning & Zoning Commission Agenda Report



Meeting Date: September 23, 2024

Presenter Name & Title: Danielle Castillo, Planning Manager Contact Email: Danielle Castillo@cleburne.net

Classification:

Regular
Consent
Public Hearing
Discussion
Executive Session

CAPTION & SUMMARY STATEMENT

<u>CAPTION</u>: CONSIDER REQUEST FOR A SPECIFIC USE PERMIT (SUP) FOR A PETROLEUM AND GAS STORAGE AND COLLECTION FACILITY ON ±2.71 ACRES, ZONED I (INDUSTRIAL DISTRICT), LOCATED AT 210A KIMBERLY DRIVE, CASE ZC24-035.

<u>SUMMARY</u>: The applicant, Propane Exchange LLC, represented by Ernest Peace, has submitted a request for a Specific Use Permit (SUP) for a Petroleum and Gas Storage and Collection Facility on approximately 2.71 acres within an existing building located at 210A Kimberly Drive in the Hal Industrial Park.

The applicant has stated that the current business is located across the street at 209 Kimberly Drive and that the proposed relocation will meet their expansion needs, including additional warehouse space and an outside storage area. With this SUP request, the applicant is requesting the following deviations:

- i. Waive the three-sided masonry enclosure for the existing dumpster; and
- ii. Allowance to utilize road base gravel in lieu of concrete or asphalt for parking of delivery vehicles and outside storage areas at the rear of the property.

The applicant has provided a Letter of Intent, Site Plan, Floor Plan, and Site Photos detailing the existing conditions and SUP request.

DETAILED REPORT

EXISTING CONDITIONS:

Location	Zoning District	Existing Land Use
Subject Property	I (Industrial District)	Vacant Building
North	I (Industrial District)	Industrial Business
East	ЕТЈ	Undeveloped; Equipment Rental Business
South	ЕТЈ	Equipment Rental Business
West	I (Industrial District)	Warehouse/Storage Building

Table 1: Existing Conditions



<u>**DEVELOPMENT STANDARDS:**</u> The applicant is requesting an SUP to allow a Petroleum and Gas Storage and Collection Facility located at 210A Kimberly Drive within an existing building and will follow the requirements outlined below.

Site Plan: The property is platted as Lot 8, Block 2 of Hal Industrial Park, and is approximately 3.97 acres in size, of which the applicant is proposing to lease approximately 2.71 acres, as shown on the Survey (Exhibit "A"). The existing building, constructed in 2004, contains approximately 4,000 square feet of enclosed space and 1,000 square feet of covered outdoor area, as shown on the Site Plan (Exhibit "C"). The applicant is proposing to utilize the building to house the equipment needed for the main operation and is proposing a future awning to expand the covered outdoor area by approximately 500 square feet.

Parking: Five (5) existing parking spaces are located near the entrance, which will be shared by both buildings on the property.

Outside Storage Area: The large outside area located to the east of the building will house a new 30,000-gallon propane tank. The large outside area located to the south of the building will be utilized for storage of cylinders and delivery truck parking. The applicant is requesting to add additional road base gravel to this outside area, in lieu of concrete or asphalt, for the circulation of the delivery trucks through the site.

Dumpster: An existing dumpster on site does not have a masonry enclosure, which is typically required for all commercial dumpsters. The applicant is requesting to continue using the dumpster as-is and waive the requirement to construct the masonry enclosure due to its lack of visibility from the roadway.

<u>FUTURE LAND USE PLAN</u>: The Future Land Use Plan shows this property to be located in the Commercial Future Land Use District, whose main purpose is to provide areas to allow for a broad range of commercial and retail uses oriented toward major roadways. The secondary purpose is to provide limited and compatible commercial and light industrial uses at midblock areas.

This property is located within the Hal Industrial Park, and all of the properties within this area are currently zoned I (Industrial District). Given that all of the properties in this area are currently zoned for and used for industrial businesses/uses, the proposed SUP request for an industrial business, currently located across the street, can be considered compatible with this district.

PROPERTY OWNER NOTIFICATIONS: A total of five (5) property owners within 200 feet were notified. Staff did not receive any formal responses in support of or in opposition to this request.

EXHIBITS: Aerial, Zoning, and Future Land Use District Maps; Site Photos; **Exhibit "A"** – Survey; **Exhibit "B"** – Letter of Intent; **Exhibit "C"** – Site Plan; **Exhibit "D"** – Floor Plan; Applicant's Site Photos





10 N. Robinson St. Cleburne, TX 76033 (817)645-0942

Planning and Zoning

ZC24-035 Aerial Map

THIS MAP IS COMPILED SOLELY FOR THE USE OF CITY EMPLOYEES THEREFORE, THE CITY OF CLEBURNE OR ITS OFFICIALS ASSUME NO RESPONSIBILITY FOR THE ACCURACY OF THIS MAP

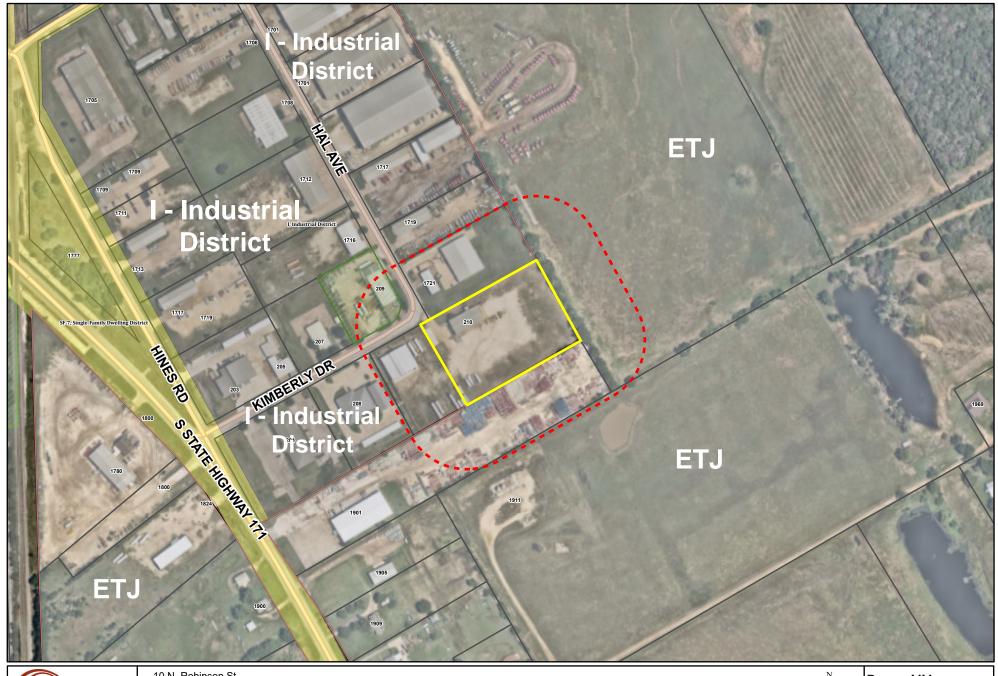


Drawn: MM

Date: 9/5/2024

Subject Property 200' Noticing Buffer Scale

Scale: 1:3,600





10 N. Robinson St. Cleburne, TX 76033 (817)645-0942

Planning and Zoning

ZC24-035 Zoning Map

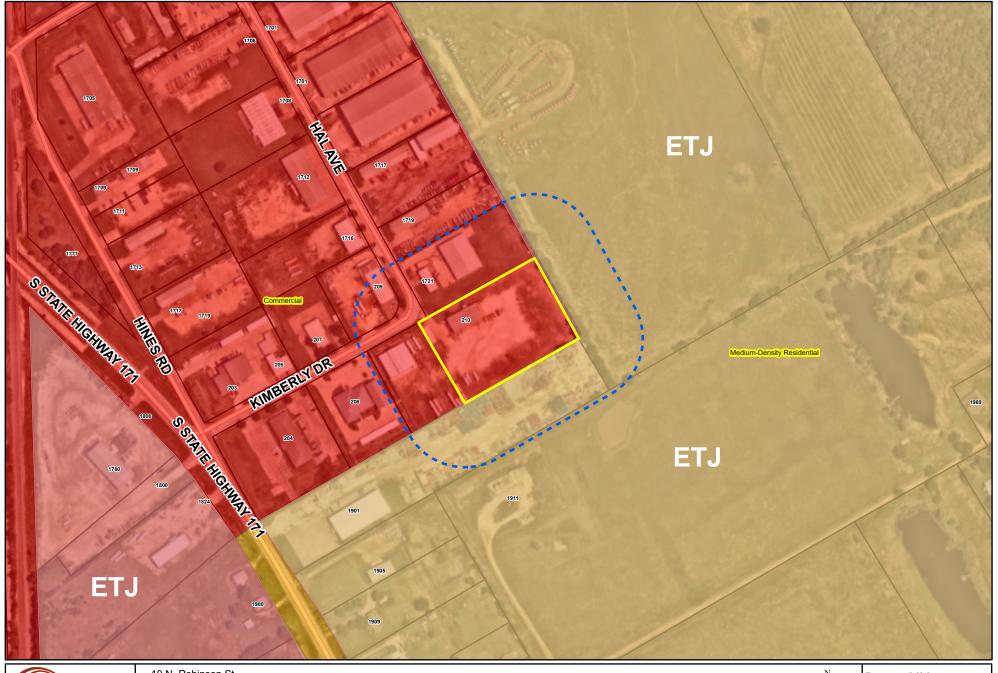
THIS MAP IS COMPILED SOLELY FOR THE USE OF CITY EMPLOYEES THEREFORE, THE CITY OF CLEBURNE OR ITS OFFICIALS ASSUME NO RESPONSIBILITY FOR THE ACCURACY OF THIS MAP



Drawn: MM

Date: 9/5/2024

Subject Property 200' Noticing Buffe Scale: 1:3,600





10 N. Robinson St. Cleburne, TX 76033 (817)645-0942

Planning and Zoning

ZC24-035 Future Land Use Map

THIS MAP IS COMPILED SOLELY FOR THE USE OF CITY EMPLOYEES THEREFORE, THE CITY OF CLEBURNE OR ITS OFFICIALS ASSUME NO RESPONSIBILITY FOR THE ACCURACY OF THIS MAP



Drawn: MM

Date: 9/5/2024

Subject Property 200' Noticing Buffe Scale: 1:3,600

SITE PHOTOS



Looking Southeast from Kimberly Drive



Looking East from the Property

EXHIBIT "A"

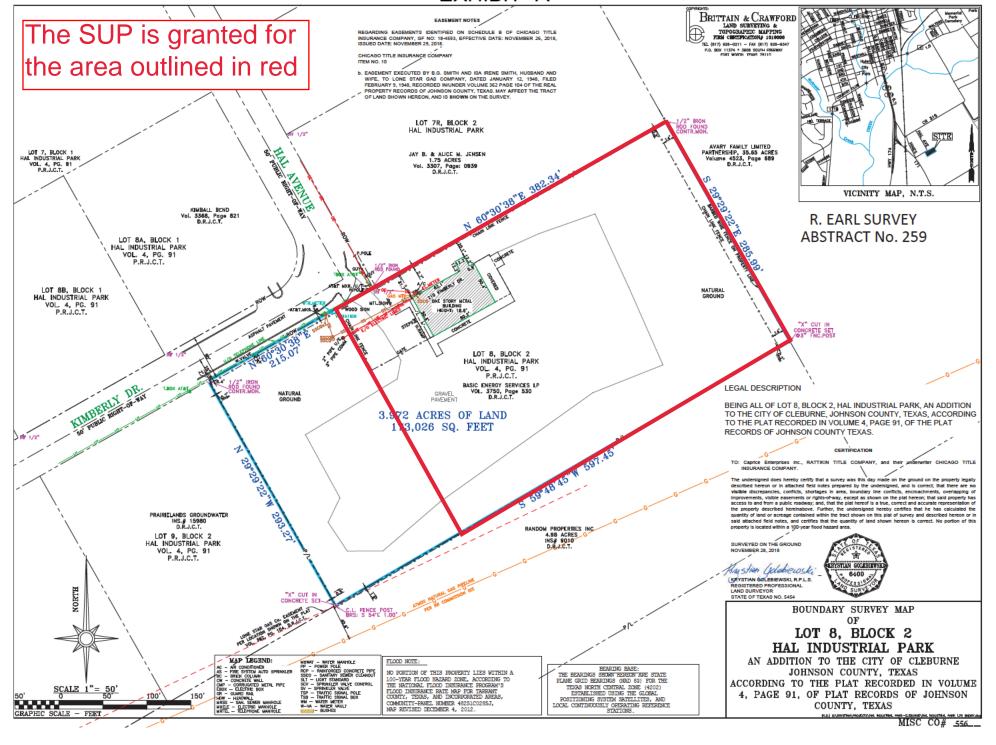


EXHIBIT "B"



September 12, 2024

Letter of Intent (Resubmittal)

- -Proposed Use: To operate a cylinder exchange refurb and filling plant at 210A Kimberly Dr. Cleburne, TX 76031
- -Lot and Block Information: Lot 8, Block 2, Hal Industrial Park
- -Zoning District: I (Industrial District)
- -Information regarding the business: We are the largest privately owned cylinder exchange company based in Texas. We currently have roughly 600 stores in north Texas, 19 are here in Cleburne. We currently service 52 Ace Hardware locations with 4 new locations coming in the near future. This facility will house our 20 pound cylinder refurbishing and filling equipment.
- -Justification as to why this location is appropriate for the business: We, Propane Exchange, are currently located directly across the street at 209 Kimberly Drive. We have grown in the number of customers we serve and need more space. Our current location is land locked and we have used every inch available to us. Currently, we have an 18,000 gallon tank which we have out grown. We cannot put the new 30,000 gallon tank in this yard due to limited spacing. Also, the new warehouse (shop area) is larger and more suitable for our new equipment.
- -Why the SUP is appropriate: The city of Cleburne requires an SUP allowing Propane Exchange to install bulk storage and outside storage of cylinders. All containers that have been exposed to LP gas must be stored outside. We will store the cylinders that are waiting to be loaded onto the trucks on the opposite side of the property away from the building. This will allow all vehicles to maneuver with limited obstructions. All cylinders waiting to be loaded will be on plastic pallets. We will have road base gravel spread out in the staging area.
- -Any other special considerations as necessary to detail the request: Please note, Anchor Industrial moved out of the building early April 2024 and Propane Exchange, LLC signed a lease agreement on April 29, 2024. We would like to be in the building and operating before our busy season (Nov-March).
- -Please note, the dumpster will not be seen at any angle from the street therefore we request a waiver on the screened walls.

EXHIBIT "B"

- -Also, in front of building is 5 paved parking spots. The building has an office/breakroom space of 602 sqft and an inside shop area of 3,972 sqft. We are not open to the public and we request that no more paved parking be required.
- -Future renovations: We plan on adding/extending the awning off the Northeast side of building. Approximately 10 to 12 feet covering the existing concrete slab. This will provide protection from the elements for our employees. We also plan on adding more road base gravel to the yard to help with the higher vehicle traffic. We request the allowance of road base gravel parking for all of our delivery vehicles.
- -Attached to this email is also several pictures from all angles of the building and lot. Picture of a 30,000 gallon propane tank and proposed location. The floor plan. The revised site map of the property and comment response letter. I've also included the marked-up resubmittal for reference.
- -Propane Exchange, LLC is subject to all Railroad Commission regulations and standards.
- -We have been in Cleburne since 2018.

Ernest Peace

Operations Manager



Propane Exchange LLC dba Yellow Rose Propane Exchange209 Kimberly Dr., Cleburne, TX 76031

P: 844-492-4264 C: 817-487-1835

EXHIBIT "C"

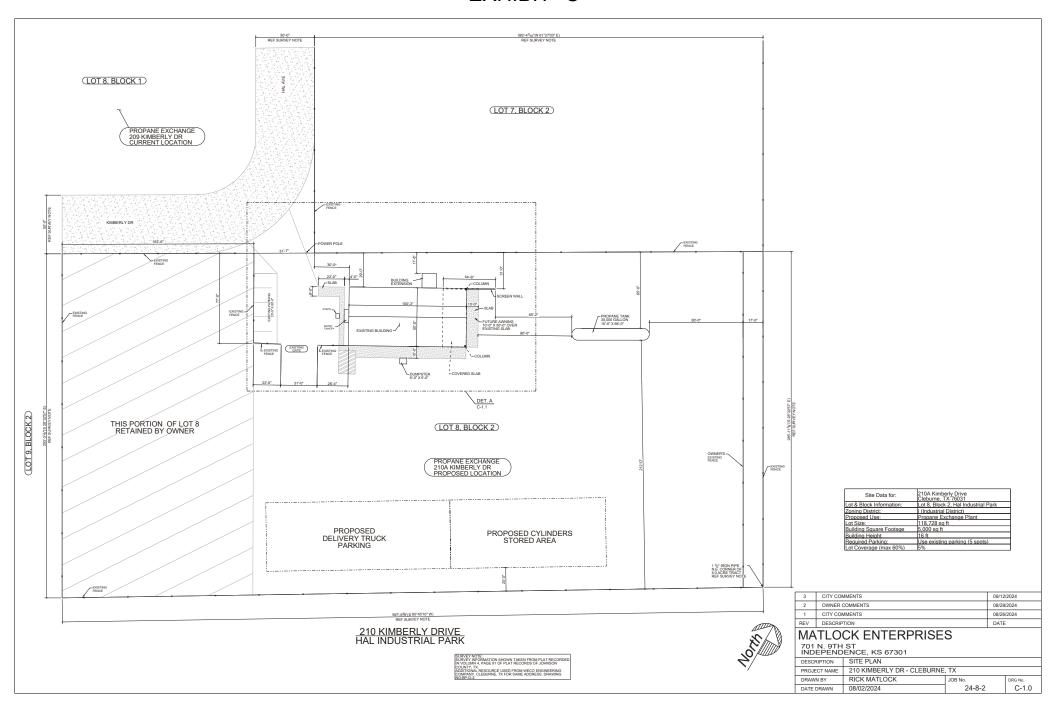


EXHIBIT "C"

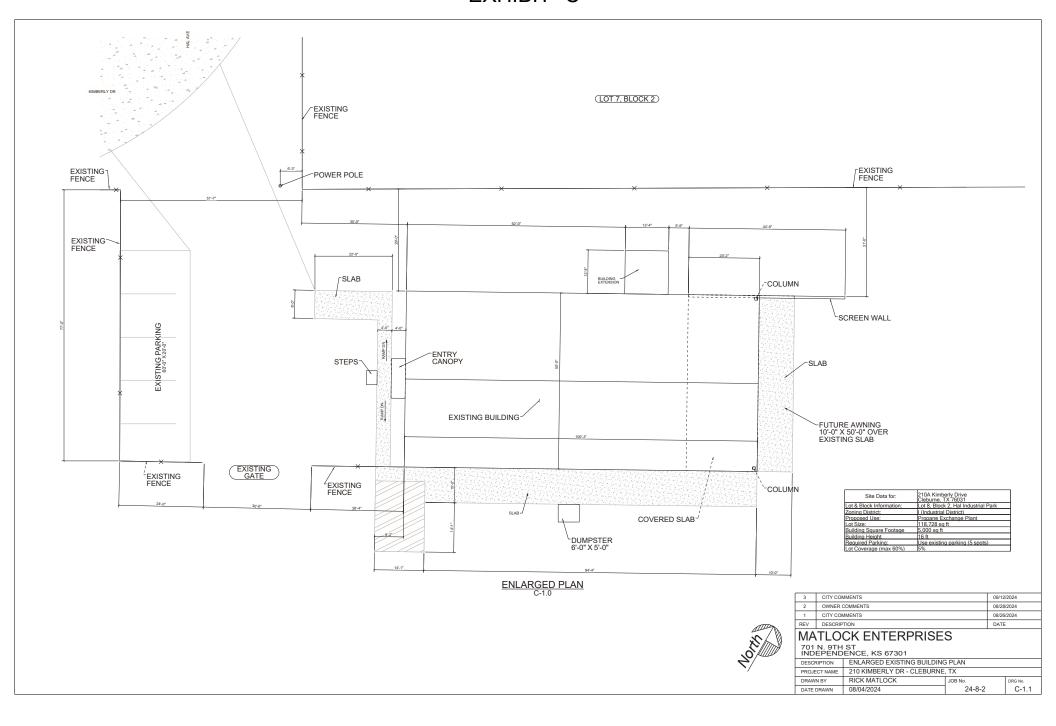
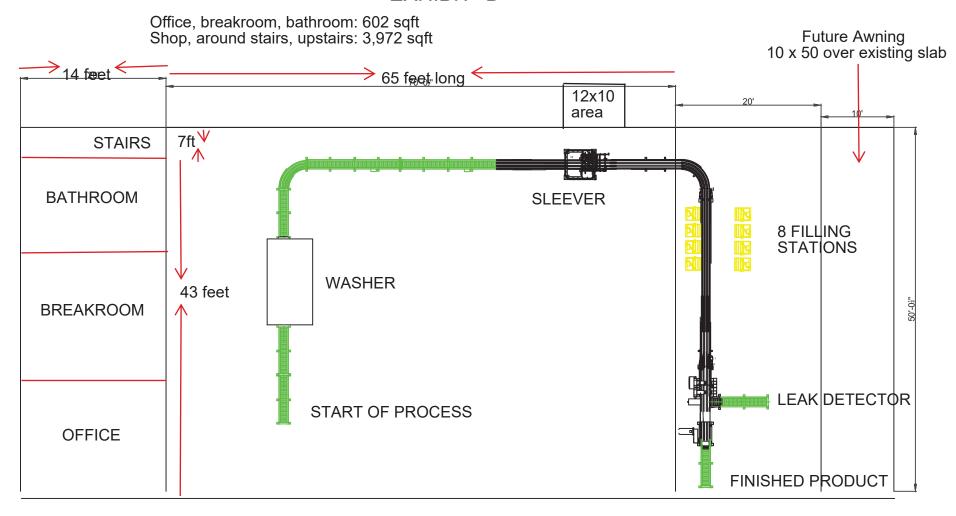


EXHIBIT "D"



PROPOSED FLOOR PLAN FOR PROPANE EXCHANGE, LLC 210A KIMBERLY DR. CLEBURNE, TX 76031



Street View



Paved Parking in Front



Northern Corner



Northeast Side at Washbay



Eastern Corner



Southern Corner



Western Corner



Looking West at Building



Inside Fence Looking at Building



Represents Tank Location



30,000 Gallon Tank



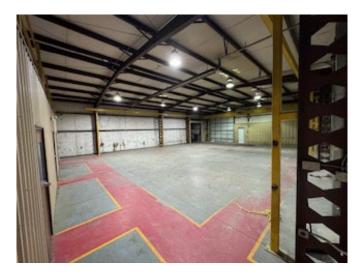
Office



Breakroom



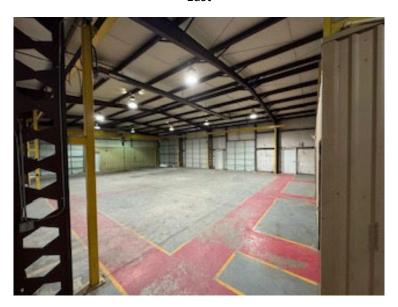
North



South



East



West