



AGENDA

Planning and Zoning Commission

Wednesday, July 16, 2025

6:00 pm Planning and Zoning Regular Meeting

Sunnyvale Town Hall
Council Chambers
127 N Collins Rd.
Sunnyvale, TX 75182

A. Call Meeting to Order

B. Public Comment

The Planning and Zoning Commission invites citizens to address the Planning and Zoning Commission on any matter, except items on the agenda and public hearings that are included on the agenda. Comments related to items on the agenda and public hearings will be heard when the specific item/hearing starts. Citizen comments are limited to three (3) minutes, unless otherwise required by law. To address the Commission, please fill out a Public Comment Card and submit it to a staff member prior to the Public Comment section on the agenda. The Planning and Zoning Commission is not permitted to take any action or discuss any item not listed on the agenda. The Commission may choose to place the item on a future agenda.

C. Consent Agenda Items

All items on the consent agenda are considered routine items and will be enacted by one motion with no individual consideration. If individual consideration of an item is requested, it will be pulled from the consent agenda and discussed separately.

1. Consider and act upon the June 18, 2025, meeting minutes.
[Meeting Minutes June 18, 2025](#)

D. Public Hearing Items

1. Hold a public hearing, discuss, and consider making a recommendation to Town Council regarding a Planned Development (PD) ordinance amendment to allow for a one-time, temporary concrete batch plant to facilitate construction of 34 new single family homesites and associated infrastructure, within The Homestead Phase 7 PD zoning district (Ordinance No. 2024-06), generally located at the southeast corner of Town East Blvd and New Hope Road, known as The Homestead residential development. **Case 1851-Z/The Homestead Phase 7 PD Amendment – Temporary Concrete Batch Plant (Ordinance 2025-06).**

[Map](#)

[Temporary concrete batch plant location map](#)

[Response letter to public hearing notification \(1\)](#)

E. Discussion and Action Items

1. [Discuss and select two members from the Planning and Zoning Commission to be part of the Sunnyvale Comprehensive Plan Steering Committee. Comprehensive Plan Steering Committee Role](#)
2. [Discuss upcoming training opportunities for elected and appointed officials.](#)

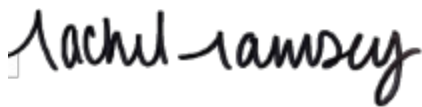
F. Adjourn

NOTE: The Planning and Zoning Commission reserves the right to meet in Executive Session closed to the public at any time in the course of this meeting to discuss matters listed on the agenda, as authorized by the Texas Open Meetings Act, Texas Government Code, Chapter 551, including §551.071 (private consultation with the attorney for the Town). Any decision held on such matters will be taken or conducted in Open Session following the conclusion of the Executive Session.

The Town of Sunnyvale is committed to compliance with the Americans with Disabilities Act (ADA). Reasonable accommodations and equal access to communications will be provided to those who provide notice to the Town Secretary at 972-226-7177 at least 48 hours prior to the meeting.

Notice is hereby given that the Sunnyvale Planning and Zoning Commission will conduct its Regular Meeting on Wednesday, July 16, 2025, at the Sunnyvale Town Hall. The public is encouraged to attend the meeting. Email comments may also be submitted to surupa.sen@townofsunnyvale.org by 3 p.m. the day of the meeting. The link to the live stream of the meeting will be posted on Sunnyvale's Facebook page Town of Sunnyvale – Government.

I hereby certify that the foregoing notice was posted at Town Hall, 127 N. Collins Rd., Sunnyvale, Texas and remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting:



Rachel Ramsey, Director of Administration/Town Secretary

Date Posted: 7/11/2025

Time Posted: 2 p.m.

Date Removed from Bulletin Board: _____

Removed By: _____

Notice of Possible Quorum of Town Council

A quorum of the Town Council may be in attendance. This is not a regularly scheduled meeting of the Town Council. As a governmental body, the Town Council will not deliberate nor take any formal action on any items discussed.



MINUTES

Planning and Zoning Commission

Wednesday, June 18, 2025

6:00 pm Planning and Zoning Regular Meeting

Sunnyvale Town Hall
Council Chambers
127 N Collins Rd.
Sunnyvale, TX 75182

A. Call Meeting to Order

Chairman Jerry Johnson called the meeting to order at 6:00 p.m. with the following Members and Staff present: Chairman Jerry Johnson, Member Bronson Blackson, Member Troy Childers, Member Carly Hagen, Alternate Member Andrea Varnai, Alternate Member Cheryl Courson, Director of Planning and Development Surupa Sen, and Senior Planner Laura Evans.

Members Joshua Parisi, Lisa Burton, and Kevin Points were absent.

B. Public Comment

Surupa Sen, Director of Planning and Development, discussed the upcoming comprehensive plan and the steering committee.

C. Consent Agenda Items

1. Consider and act upon the April 16, 2025, meeting minutes.

Member Bronson Blackson made a motion to approve as presented, Member Troy Childers seconded the motion.

Ayes: Member Carly Hagen, Member Bronson Blackson, Chair Jerry Johnson, Member Andrea Varnai, Member Cheryl Courson, and Member Troy Childers
Absent: Member Joshua Parisi, Member Lisa Burton, and Vice Chair Kevin Points

Motion Passed Unanimously 6- 0 on a recorded vote

D. Discussion and Action Items

- 1.

Consider approval of a preliminary plat for Lot 1, Block A, Webb Addition, and Lot 10R, Block B, St. James Park, consisting of 9.942-acres of land, within Single Family 1 (SF-1) residential zoning district, located at 636 E Tripp Road and 657 St. James Allee.

Case 1843-PLT/Webb Addition and St. James Park Preliminary Plat.

Laura Evans, Senior Planner, presented the item and was available for questions.

Member Andrea Varnai made a motion to approve, Member Carly Hagen seconded the motion.

Ayes: Member Carly Hagen, Member Bronson Blackson, Chair Jerry Johnson,

Member Andrea Varnai, Member Cheryl Courson, and Member Troy Childers
Absent: Member Joshua Parisi, Member Lisa Burton, and Vice Chair Kevin Points
Motion Passed Unanimously 6- 0 on a recorded vote

E. Public Hearing Items

1.

Conduct a public hearing, discuss, and consider approval of a residential replat of Lot 10R, St. James Park for the property located at 657 St. James Allee, and a final plat for a tract of land for property located at 636 E Tripp Road, consisting of approximately 9.942 acres of land within Single Family Residential - 1 (SF -1) zoning district. **Case 1844-PLT/Webb Addition Final Plat and St. James Park Residential Replat.**

Laura Evans, Senior Planner, presented the item and was available for questions.

The public hearing was opened at 6:09 p.m. and was closed at 6:09 p.m.

Member Bronson Blackson made a motion to approve, Member Troy Childers seconded the motion.

Ayes: Member Carly Hagen, Member Bronson Blackson, Chair Jerry Johnson, Member Andrea Varnai, Member Cheryl Courson, and Member Troy Childers

Absent: Member Joshua Parisi, Member Lisa Burton, and Vice Chair Kevin Points

Motion Passed Unanimously 6- 0 on a recorded vote

F. Adjourn

Member Carly Hagen made a motion to adjourn the meeting at 6:09 p.m., Member Troy Childers seconded the motion.

Ayes: Member Carly Hagen, Member Bronson Blackson, Chair Jerry Johnson, Member Andrea Varnai, Member Cheryl Courson, and Member Troy Childers

Absent: Member Joshua Parisi, Member Lisa Burton, and Vice Chair Kevin Points

Motion Passed Unanimously 6- 0 on a recorded vote

The undersigned presiding officer certifies that this is a true and correct record of the proceedings.

Jerry Johnson, Chairman

Attest:

Rachel Ramsey, Town Secretary

Planning and Zoning Commission
AGENDA ITEM REPORT
D.1



To: Planning and Zoning Commission

Subject: Hold a public hearing, discuss, and consider making a recommendation to Town Council regarding a Planned Development (PD) ordinance amendment to allow for a one-time, temporary concrete batch plant to facilitate construction of 34 new single family homesites and associated infrastructure, within The Homestead Phase 7 PD zoning district (Ordinance No. 2024-06), generally located at the southeast corner of Town East Blvd and New Hope Road, known as The Homestead residential development. **Case 1851-Z/The Homestead Phase 7 PD Amendment – Temporary Concrete Batch Plant (Ordinance 2025-06).**

Meeting: Planning and Zoning Commission - July 16, 2025

Department: Development Services

Staff Contact: Surupa Sen

SUGGESTED ACTION:

Staff recommend denial of the PD Amendment request.

BACKGROUND INFORMATION:

The applicant, Jim Douglas, Douglas Properties, Inc., earlier this year, received approval from Town Council for a PD Concept Plan amendment to allow a single-family residential subdivision containing 34 residential lots and approximate 8.67-acres of open space (Ordinance No. 2025-06). The property is currently vacant, generally located at the southeast and southwest corner of Town East Blvd. and New Hope Road within The Homestead Planned Development (PD/PRO-464) zoning district. To facilitate construction of the homesites and associated roadway infrastructure and utilities; the applicant is now requesting approval of a temporary concrete batch plant within The Homestead Phase 7.

The Homestead Planned Development is a residential PD and allows construction of detached single-family homes, parks and open space, and associated residential accessory uses. Concrete batch plant as a use is neither listed in the PD zoning nor was requested during any of the earlier phases of the Homestead development. The applicant is requesting this on-site

batch plant to eliminate concrete delivery trucks arriving to the construction site daily during construction and using Town East Blvd as the primary access route. This can potentially cause maintenance issues on Town East Blvd. that is heavily traveled as an arterial roadway. Allowing the batch plant on site would also reduce transportation costs for the applicant.

The Homestead residential development is a high-quality residential community that is mostly built out with this last phase of 34 lots remaining. To allow a concrete batch plant within such close proximity of residential homes, is counter intuitive of any practical zoning and land use principles. A batch plant may create negative impacts of noise, construction debris, and exacerbate drainage impact to the existing HOA detention ponds and storm water drainage systems. While placing restrictions and time limits on the batch plant operations may alleviate some of these concerns, it would be prudent to enquire why the earlier phases of The Homestead development did not require such an on-site facility.

There are 494 platted lots within The Homestead including Phase 7, and this last 34 lot phase should not generate any additional impact of concrete trucks that are typically anticipated during construction. For example, another residential subdivision under construction, Stoney Creek Phase 5C/5D (Las Brisas – 82 residential lots) did not generate a request for on-site concrete batch plant. This batch plant request within The Homestead is the first ever initiated for a residential subdivision construction within the Town. A significantly large commercial development that is currently under construction at the intersection of Belt Line Road and Town East Blvd., Tom Thumb did not request a temporary batch plant on-site. Even though Tom Thumb construction required lot more concrete, the construction crew were able to handle early morning concrete pours through concrete delivery trucks.

After reviewing the application and upon further discussion with the applicant, staff have identified certain restrictions that should apply to this temporary concrete batch plant if the temporary use is approved by Town Council. As indicated on the attached location map, the temporary batch plant will operate on the proposed Lot 4, Block B of The Homestead Phase 7B subdivision. The following restrictions shall apply to the batch plant operations:

1. The temporary batch plant will operate only once during the entire life span of The Homestead Phase 7 construction.
2. A building permit shall be required before the batch plant can start mobilizing and operations.
3. The batch plant may operate for a maximum of 25 calendar days, including set-up and dismantling of the batch plant. Due to weather-related delays, upon request by the applicant, the batch plant operations may be extended for another 5 calendar days. Under no circumstances will the batch plant remain operational 30 calendar days after the issuance of building permit. After completion of the batch plant operations, the batch plant should be dismantled and the lot returned to its pre-construction state immediately.
4. As per the Town of Sunnyvale Code of Ordinances **Chapter 4.01.003 Hours for construction work; noise; traffic control**; the batch plant operations shall be limited to the following operating hours:

1. Construction hours. Construction and construction related activities within the town shall not begin earlier than 7:00 a.m. on weekdays nor continue after 7:00 p.m. when work is on or adjacent to a residential use. Construction on Saturday shall not begin before 8:00 a.m. nor continue after 7:00 p.m. when work is on or adjacent to a residential use, and work on Sunday or a federal holiday is prohibited without special permission from the town manager or designee. The construction related activity includes but is not limited to the maintenance, servicing and fueling of construction equipment.
5. Before issuance of building permit, the applicant must amend the existing SW3P plan for small construction activity (between 1 – 5 acres).
6. The temporary batch plant shall comply with TCEQ's Batch Plant regulations and submit revised plans to the Town Engineer for review and approval before issuance of building permit.
7. If the batch plant operations are completed before the stipulated 25 days on the building permit, then the batch plant should be dismantled and the lot returned to its pre-construction state immediately.

These restrictions would allow staff to monitor and stop operations of the batch plant if any violations occur. The timeline restrictions should facilitate speedy and efficient construction where the site is not encumbered with this "temporary" batch plant use for longer than necessary.

PUBLIC NOTICE:

11 letters of notification were mailed to neighboring property owners within 200 feet of the subject property on July 2, 2025. Two signs have been posted on the subject property since then. As of writing of this report, the town has received two written responses with regards to the PD amendment request that are attached with the staff report.

ATTACHMENTS:

[Map](#)

[Temporary concrete batch plant location map](#)

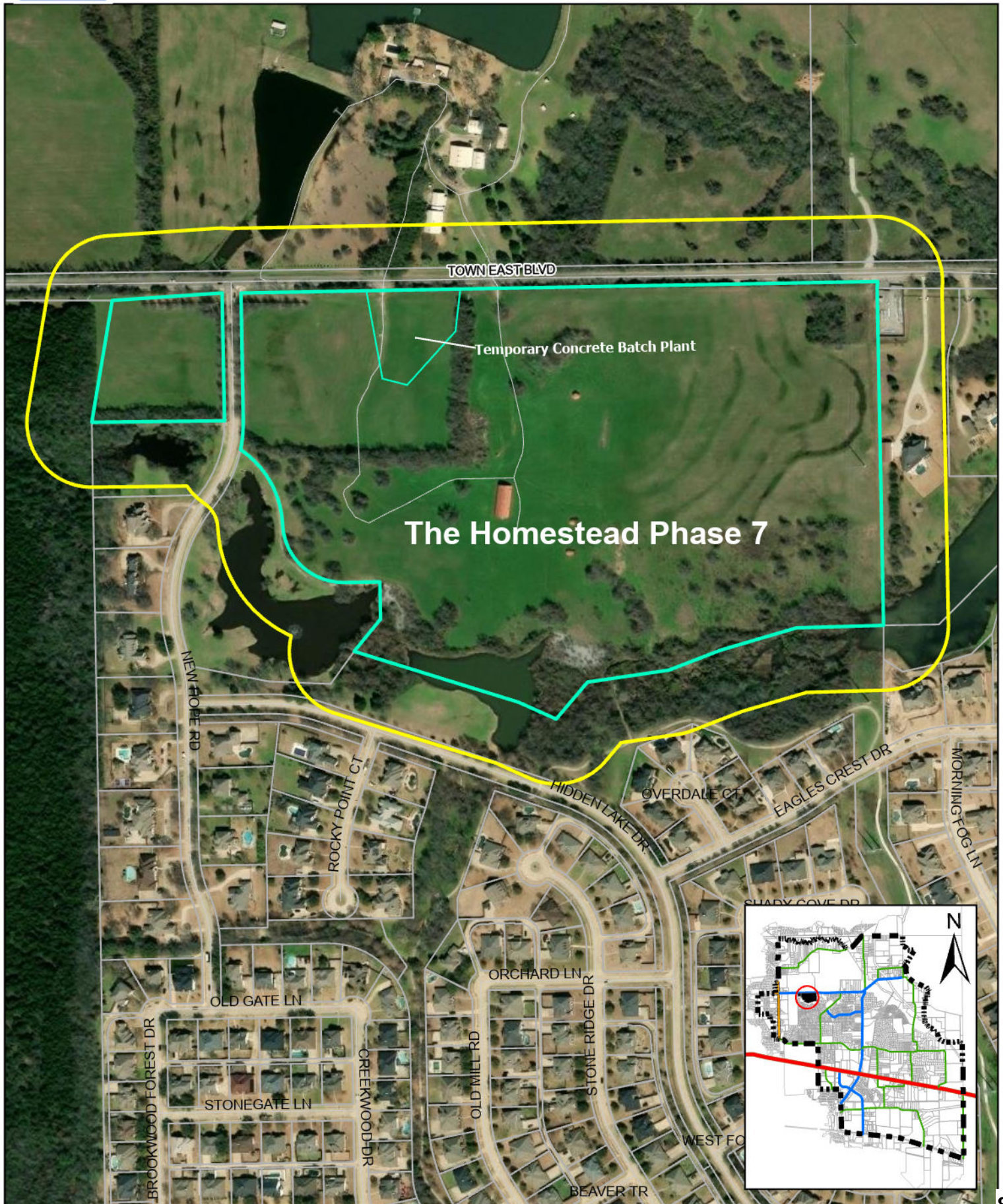
[Response letter to public hearing notification \(1\)](#)

[Response letter to public hearing notification \(2\)](#)



TOWN OF SUNNYVALE

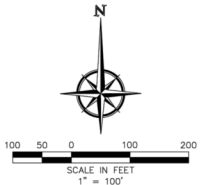
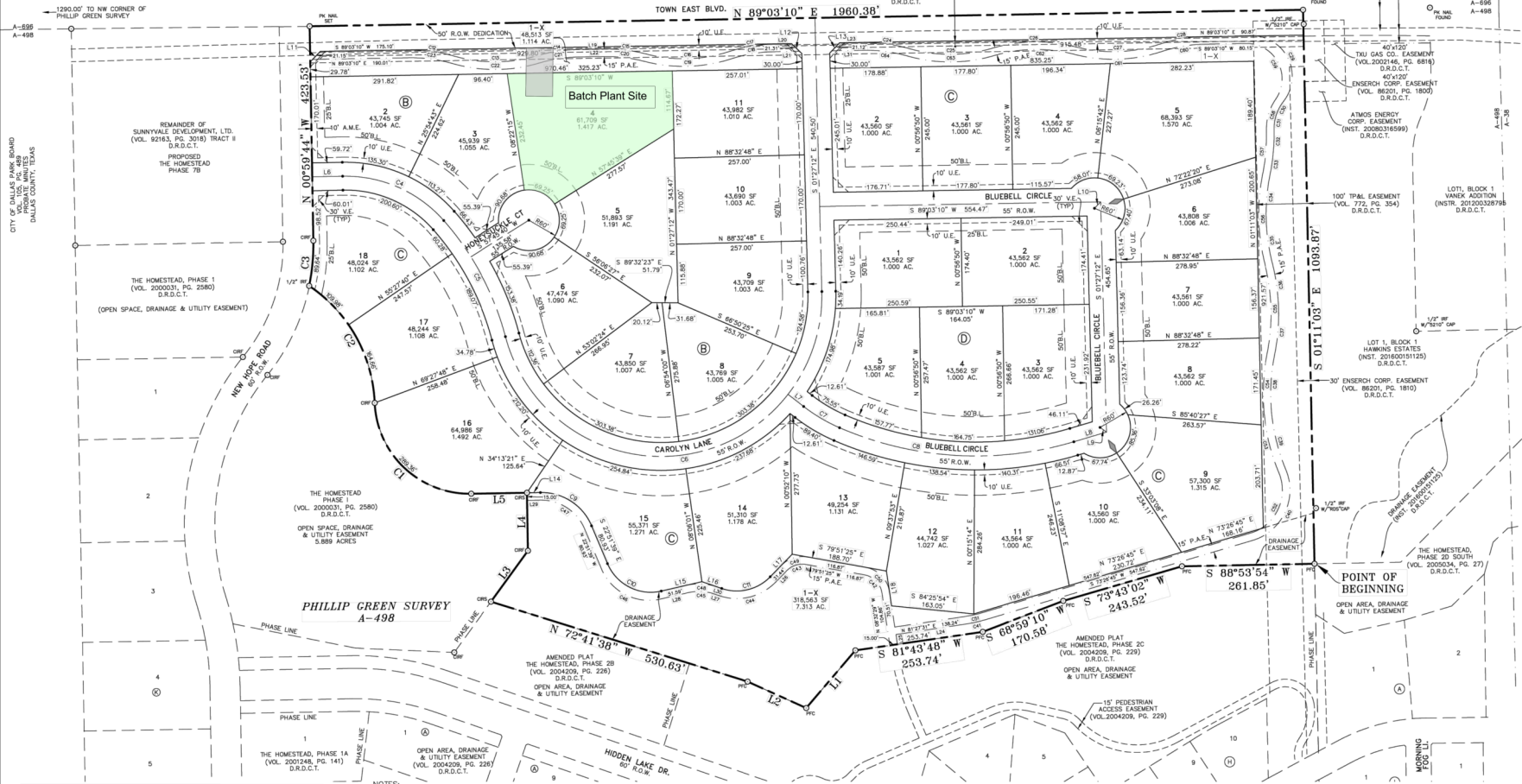
Case 1851 - Z - Temporary Concrete Batch Plant The Homestead Phase 7



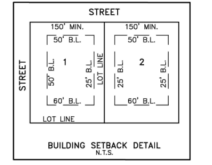
 Batch Plant Site
 Construction Entrance

JOHN JOHNSON SURVEY A-696

CALLED 160 AC. (TRACT V)
 SUNNYVALE DEVELOPMENT, LTD.
 (VOL. 92163, PG. 3018)
 D.R.D.C.T.



LEGEND	
IRF	IRON ROD FOUND
CRF	1/2-INCH IRON ROD WITH CAP MARKED "PACHECO KOCH" FOUND
CRS	5/8-INCH IRON ROD WITH CAP MARKED "PETTIT-ECD 6134" SET
(CM)	CONTROL MONUMENT
D.R.D.C.T.	DEED RECORDS DALLAS COUNTY TEXAS
A.M.E.	ACCESS & MAINTENANCE EASEMENT
B.L.	BUILDING SETBACK LINE
C.A.	COMMON AREA TRACT
D.E.	DRAINAGE EASEMENT
P.A.E.	PUBLIC ACCESS EASEMENT
R.O.W.	RIGHT-OF-WAY
SPC	STATE PLANE COORDINATES
U.E.	UTILITY EASEMENT
V.E.	VISIBILITY EASEMENT
(D)	INDICATES BLOCK DESIGNATION
(P)	INDICATES BLOCK DESIGNATION



"ALL RESPONSIBILITY FOR ADEQUACY OF DESIGN REMAINS WITH THE DESIGN ENGINEER. THE TOWN OF SUNNYVALE, IN REVIEWING AND RELEASING PLANS FOR CONSTRUCTION, ASSUMES NO RESPONSIBILITY FOR ADEQUACY OR ACCURACY OF DESIGN"

NOTES:

- All bearings shown hereon are based on the Texas State Plane Coordinate System of 1983 (2011), North Central Zone (4202).
- A 1/2" iron rod with red cap stamped "ONCAL 6570" will be set at all lot corners and/or at reference points to lot corners, wherever possible, after the completion of all utilities and subdivision construction.
- According to Federal Emergency Management Agency (FEMA) Flood Insurance Rate Map No. 48113C03390K, dated, July 7, 2014, this property lies within Flood Zone X (Area of Minimal Flood Hazard). This Flood Statement does not imply that the property and/or structures thereon will be free from flooding or flood damage. On rare occasions, greater floods can and will occur and flood heights may be increased by man-made or natural causes. This Flood Statement shall not create liability on the part of the surveyor.
- Selling a portion of this addition by metes and bounds is a violation of the Town Subdivision Ordinance and state platting statutes and is subject to fines and withholdings of utilities and building certificates.
- Shall meet the development standards within The Homestead Planned Development Ordinance and the UDO.
- The following is to be maintained by The Homestead HOA
 - Open Spaces
 - Troils
 - Detention Ponds
 - Siltation Ponds
 - Retaining Walls within HOA Common Areas
 - Entry Monuments
 - Landscaping within HOA Common Areas
 - Irrigation within HOA Common Areas
- Sight Visibility Restriction: No structure, object, or plant of any type may obstruct vision from a height of 24 inches to a height of 10 feet above the top of the curb, including, but not limited to buildings, fences, walls, signs, trees, shrubs, cars, trucks, etc., in the sight visibility easement as shown on the Plot. These sight visibility easements will remain in effect until vacated by ordinance adopted by the Town Council and the property registered.

BENCHMARK 1
 An "X" cut found in concrete pavement near the center of New Hope Road, about 585 feet south of the south side of Town East Boulevard. ELEV. 515.50'
 N: 6,984,010.70
 E: 2,556,367.14

BENCHMARK 2
 An "X" cut found in concrete curb inlet on the west side of New Hope Road, about 585 feet south of the south side of Town East Boulevard. ELEV. 513.71'
 N: 6,983,852.81
 E: 2,556,314.69

BENCHMARK 3
 An "X" cut found in concrete near the center of New Hope Road, about 680 feet south of the south side of Town East Boulevard. ELEV. 514.74'
 N: 6,984,010.70
 E: 2,556,367.14

NOTICE: Selling a portion of this addition by metes and bounds is a violation of Town Subdivision Ordinance and State Platting Statutes, and is subject to fines and withholdings of utilities and building certificates.

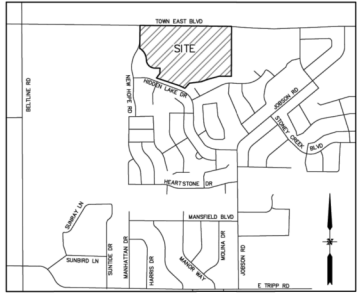
32 SINGLE FAMILY LOTS
 2 OPEN SPACE LOTS

OWNER/DEVELOPER
SUNNYVALE DEVELOPMENT, LTD.
 3811 TURF, CREX BOULEVARD
 SUITE 340
 DALLAS, TX 75219

LAND SURVEYOR
O'NEAL SURVEYING COMPANY
 205 WINDO CIRCLE, SUITE 100
 WYLLIE, TX 75098
 TPLS Firm No. 10741412 JOB NO. 21050
 daniel.oneal@oneal-surveying.com
 (953) 804-2891

DATE: 12/05/2024

FINAL PLAT
THE HOMESTEAD
PHASE 7B
 BLOCK B LOTS 1-X, 2-11
 BLOCK C LOTS 1-X, 2-18
 BLOCK D LOTS 1-5
 50.613 ACRES
 SITUATED IN THE
 PHILLIP GREEN, ABST. NO. 498
 CITY OF SUNNYVALE, DALLAS COUNTY, TEXAS
PETTIT - ECD
 CIVIL ENGINEERING/SURVEYING/CONSTRUCTION
 ADMINISTRATION
 THERPIS FIRM REGISTRATION
 ENGINEERING FIRM #00145 SURVEYING FIRM #0194792
 1600 N. COLLINS BLVD. 201 WINDO CIR.
 SUITE 3300 SUITE 100
 RICHARDSON, TX 75080 WYLLIE, TX 75098
 (972) 941-8400



VICINITY MAP
 N.T.S.

PLANNING AND ZONING COMMISSION
NOTICE OF PUBLIC HEARING

CASE NO: 1851-Z The Homestead Phase 7 Planned Development Amendment

LOCATION: The Homestead Phase 7 - approximately 54.4 acres tract of land, generally located at the southeast and southwest corners of Town East Boulevard and New Hope Road.

APPLICANT: Jim Douglas, Douglas Properties, Inc.

REQUESTING: Applicant is requesting approval of a Planned Development ordinance amendment to allow for a one-time, temporary concrete batch plant to facilitate construction of 34 new single family homesites and associated infrastructure, within The Homestead Phase 7 Planned Development (PD Ordinance No. 2024-06), generally located at the southeast corner of Town East Blvd and New Hope Rd, known as The Homestead residential development (map attached)

The Planning and Zoning Commission will hold a public hearing to consider this request on:
Wednesday, July 16, 2025, at 6:00 p.m.

More information for this case can be viewed at
(<https://www.townofsunnyvale.org/CurrentDevelopments>)

The meeting will be located at Town Hall at 127 N. Collins Road, Sunnyvale, Texas 75182. The agenda packet will be posted on the Town website agenda link (https://townofsunnyvale.granicus.com/ViewPublisher.php?view_id=1) at least 72 hours prior to the meeting.

If you have comments regarding this application but do not wish to attend, you may also submit written comments at any time on or before the meeting by completing the following and returning it via mail or email to surupa.sen@townofsunnyvale.org. The comments will be presented to the Planning and Zoning Commission for their review.

- ☐ I am in favor of the request
- ☐ I am opposed to the request

Explanation: I would just request P & Z ask a few questions:
1) Has this been done/granted/requested for previous phases? 2) What is the extent of the potential air and noise pollution? 3) What measures will be taken to mitigate dust matter from being released into the air and settling on nearby properties? 4) What is the environmental impact - i.e. water pollution & air pollution? & affect on livestock?

Signature: _____

Printed Name: _____

Address: Lauren Becker
Lauren Becker
304 Town East Blvd.

**PLANNING AND ZONING COMMISSION
NOTICE OF PUBLIC HEARING**

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Explanation: -has this been done/granted/requested for previous phases
-what is the extent of the potential air and noise pollution
-what measures will be taken to mitigate dust matter from being released in the air and settling on nearby properties
-what is the environmental impact - i.e. water, pollution, air pollution

Signature:

Printed Name: -how long will it be in use - how long is temporary

Address: 300 Town East Blvd

K-HC Kimberly Hawkins
Perry Hawkins Perry Hawkins

Planning and Zoning Commission
AGENDA ITEM REPORT
E.1



To: Planning and Zoning Commission

Subject: Discuss and select two members from the Planning and Zoning Commission to be part of the Sunnyvale Comprehensive Plan Steering Committee.

Meeting: Planning and Zoning Commission - July 16, 2025

Department: Development Services

Staff Contact: Surupa Sen

SUGGESTED ACTION:

ATTACHMENTS:

[Comprehensive Plan Steering Committee Role](#)

Steering Committee Job Description

Town of Sunnyvale Comprehensive Plan

The **Comprehensive Plan Steering Committee** will meet at key points throughout the planning process to discuss issues, provide overall policy direction, and offer feedback for Town staff and Town Council consideration.

In the first project initiation meeting with the Steering Committee, the project team will review the timeline and expectations for the planning process and discuss issues and opportunities facing the community.

Composition of the Steering Committee

- 2 members from the Town Council – selected by the Town Council
- 2 members from The Planning and Zoning Commission selected the Commission.
- No more than 8 additional community members including residents, business owners, and developers to be selected and appointed by Town Council.
- The Steering Committee should consist of no more than 10-12 members.
- The Steering Committee should represent a cross-section of the Sunnyvale community.

Role of the Steering Committee

- Review draft content and key plan elements and function as a sounding board for the Sunnyvale community, staff, and Town leadership.
- Attend scheduled Steering Committee meetings throughout the project to collaborate with the consultant team and Town staff.
- Attend the Community Visioning Workshop, pop-up engagement activities, and adoption meetings to show support and continuity.
- Provide feedback throughout the planning process.
- Inform the Plan Commission and other Town committees, including consideration for adoption of the final plan.
- Provide a public face for the planning process and demonstrate the commitment of the Town to seek meaningful input.

Meeting Expectations

The Steering Committee should anticipate meeting as a group either in person or virtually approximately **four times** over 14-16 months.

- Steering Committee Project Initiation Meeting (Mtg #1) – August
- Steering Committee Meeting (Mtg #2) – December/January
- Steering Committee Meeting (Mtg #3) – March/April
- Steering Committee Meeting (Mtg #4) – June/July

Planning and Zoning Commission
AGENDA ITEM REPORT
E.2



To: Planning and Zoning Commission
Subject: Discuss upcoming training opportunities for elected and appointed officials.
Meeting: Planning and Zoning Commission - July 16, 2025
Department: Development Services
Staff Contact: Surupa Sen

SUGGESTED ACTION: