City of Richardson
City Plan Commission
Agenda Packet
Tuesday, July 21, 2026

To advance to the background material for each item in the agenda, click on the item title in the agenda or click on Bookmarks in the tool bar on the side of your screen.

AGENDA
CITY OF RICHARDSON – CITY PLAN COMMISSION
TUESDAY, JULY 21, 2026, AT 6:00 P.M.
RICHARDSON CITY HALL
2360 CAMPBELL CREEK BOULEVARD, SUITE 525
RICHARDSON, TX 75082

Closed Executive Session Authorized
As authorized by Section 551.071 (2) of the Texas Government Code, this meeting may be convened into closed Executive Session to seek confidential legal advice from the City Attorney on any listed agenda item.

Meeting Information

- Public hearing information: https://www.cor.net/PublicHearing
- Public Comment Cards for comments or public hearings can be found at www.cor.net/PublicCommentForm and submitted online by 5:00 p.m. on the date of the meeting or in person before the meeting begins to be included in the public record.
- City Plan Commission meetings are available for viewing via live-stream online and on-demand at https://www.cor.net/citv.

The City Plan Commission meeting will be held in the Multipurpose Room #CH 157, of the Richardson City Hall located at 2360 Campbell Creek Boulevard, Richardson, TX 75082.

PUBLIC COMMENTS ON AGENDA ITEMS
The public comment portion of the City Plan Commission meeting is scheduled at the beginning of the meeting to allow the public to address the City Plan Commission regarding an item listed on the agenda that is not a public hearing.

MINUTES

1. Approval of the minutes of the regular business meeting of July 7, 2026.

PUBLIC HEARING

2. Zoning File 26-14 – 200 S. Cottonwood: Consider and act on a request to rezone approximately 0.32 acres located at 200 S. Cottonwood Drive, on the west side of Cottonwood Drive, south of W. Belt Line Road, from O-M Office District to PD Planned Development District with a base zoning district of O-M Office District with amended uses and development standards. *Owner: Almas and Junaid Farooqui, Cottonwood Park Business LLC. Staff: Christine Ross.*

3. Staff report on pending development, zoning permits, and planning matters.

ADJOURN

I HEREBY CERTIFY THAT THE ABOVE AGENDA WAS POSTED ON THE BULLETIN BOARD AT RICHARDSON CITY HALL ON OR BEFORE 5:30 P.M., WEDNESDAY, JULY 15, 2026.

_____
ANNA JO CASTANEDA, EXECUTIVE SECRETARY
DEVELOPMENT SERVICES

ACCOMMODATION REQUESTS FOR PERSONS WITH DISABILITIES SHOULD BE MADE AT LEAST 48 HOURS PRIOR TO THE MEETING BY CONTACTING THE ADA COORDINATOR, LOCATED AT 2360 CAMPBELL CREEK BLVD., SUITE 550, RICHARDSON, TX 75082. VIA PHONE AT (972) 744-4168 OR VIA EMAIL AT ADACOORDINATOR@COR.GOV.

PURSUANT TO SECTION 46.03. PENAL CODE (PLACES WEAPONS PROHIBITED). A PERSON MAY NOT CARRY A FIREARM OR OTHER WEAPON ON THIS PROPERTY. *

FOR THE PURPOSE OF THIS NOTICE "PROPERTY" SHALL MEAN THE RICHARDSON ROOM AND OR COUNCIL CHAMBERS OF ANY OTHER ROOM WHERE A MEETING SUBJECT TO AN OPEN MEETING UNDER GOVERNMENT CODE CHAPTER 551 OF THE RICHARDSON CITY PLAN COMMISSION IS HELD.

Agenda Item 1

Approval of the minutes of the regular business meeting of July 7, 2026

RICHARDSON, TX
DEVELOPMENT SERVICES

MEMO

TO: City Plan Commission

FROM: Anna Jo Castaneda, Executive Secretary AJC

DATE: July 15, 2026

SUBJECT: Approval of the minutes of the regular business meeting of July 7, 2026

The minutes of the July 7, 2026, CPC meeting will be provided to you (via email) for your consideration no later than Friday, July 17, 2026. Staff needs additional time for preparing the minutes. The online packet will also be updated at that time.

Thank you.

Agenda Item 2

Zoning File 2-14:
200 S. Cottonwood

ZONING FILE 26-14

Attachments:

1. Staff Report
2. Zoning/Aerial Map
3. PD Planned Development District Standards (Exhibit B")
4. Concept Plan (Exhibit "C")
5. Applicant's Statement
6. Site Photos
7. Notice of Public Hearing
8. Notification List

RICHARDSON, TX
DEVELOPMENT SERVICES

STAFF REPORT

TO: City Plan Commission

FROM: Christine Ross, Planner II *CR*

DATE: July 21, 2026

RE: **Zoning File 26-14: 200 S. Cottonwood**

REQUEST

Consider and act on a request to rezone approximately 0.32 acres located at 200 S. Cottonwood Drive, on the west side of S. Cottonwood Drive, south of W. Belt Line Road, from O-M Office District to PD Planned Development District with a base zoning district of O-M Office District with amended uses and development standards.

APPLICANTS/PROPERTY OWNERS

Almas and Junaid Farooqui/Cottonwood Park Business LLC

EXISTING DEVELOPMENT

The subject property is an approximately 0.32-acre tract developed with an approximately 5,353-square-foot, one-story office building constructed in 1968.

ADJACENT ROADWAYS

S. Cottonwood Drive: Two-lane neighborhood collector; no traffic data available.

W. Belt Line Road: 6-lane divided arterial; 23,600 vehicles per day on all lanes, eastbound and westbound, between N. Coit Road and S. Cottonwood Drive.

Stagecoach Drive: Local street; no traffic data available.

Coit Road: 6-lane divided arterial; 47,900 vehicles per day on all lanes, northbound and southbound, between W. Belt Line Road and Habersham Lane.

SURROUNDING LAND USE AND ZONING

North: Office; R-1100-M Single-Family Residential
South: Office; O-M Office
East: City-Owned Public Park; R-1100-M Single-Family Residential
West: Retail/Commercial; C-M Commercial

FUTURE LAND USE PLAN



The Future Land Use Plan of the *Envision Richardson Comprehensive Plan* designates this area as part of the Community Commercial PlaceType, which allows retail, office, and entertainment/recreation facilities as primary uses. The area may attract regional traffic for shopping, retail, and entertainment/recreation needs and may also contain mixed-use buildings and public/institutional facilities as secondary uses.

The existing office use and the proposed commercial uses are consistent with the primary use recommendations for this PlaceType.

EXISTING ZONING

O-M Office (Ordinance No. 536-A)

TRAFFIC/INFRASTRUCTURE IMPACTS

The request will not have a significant impact on the surrounding roadway system or the existing utilities in the area. The requested uses are comparable to other existing uses within the area.

STAFF COMMENTS

Background:
The subject property was zoned O-M Office in 1967. The site was constructed in 1968 and has been used as an office building ever since. The owners acquired this property in 2015 and state that it has been difficult to attract tenants to lease the building. There is one existing tenant, a religious institution.

Request:
The applicant is requesting approval to rezone the subject property from O-M Office District to PD Planned Development District with a base zoning district of O-M Office District, including amended use and development standards. The request would allow three (3) additional uses on the site: bakery, barber or beauty salon, and retail store or retail activities. According to the applicant, these uses are consistent with the surrounding development pattern and will support the site's economic viability while providing neighborhood-serving retail, office, and service uses.

No changes are proposed to the exterior of the building or to the subject property.

Access and Parking:
The subject property is accessed from a shared access drive from S. Cottonwood Drive and from an alley west of the property. There are currently eleven (11) parking spaces on site. For office buildings less than 75,000 square feet, the CZO establishes a parking ratio of one (1) parking space per 250 square feet of building floor area. If the building were occupied entirely by an office use,

22 parking spaces would be required. With only 11 existing parking spaces, the site would be significantly deficient under that scenario, limiting its viability for full office occupancy. The proposed PD Planned Development District Standards include amended parking standards that reduce the required parking ratio, providing greater flexibility and a consistent ratio for similar uses, in order to facilitate leasing to future tenants and adaptive reuse of the building.

Proposed Use and Development Standards

1. Uses: All O-M Office District uses are permitted, with the following additional uses permitted by right:
    a. Bakery
    b. Barber or Beauty Salon
    c. Retail Store or Retail Activities

2. Development Standards:
    a. The property shall be replatted into a single lot, including dedicating a shared access easement in favor of the adjacent property owner to the south, as shown on the Concept Plan, prior to a Certificate of Occupancy being issued for any subsequent uses.
    b. On-street parking spaces, located on the adjacent street (S. Cottonwood Drive) for the distance in front of the property, may be used to satisfy on-site parking requirements.
    c. Parking shall be provided on-site based on the parking requirements as provided for in the Comprehensive Zoning Ordinance, except for the following uses:
        i. Office: 1 space per 450 square feet
        ii. Bakery: 1 space per 450 square feet
        iii. Barber or Beauty Salon: 1 space per 450 square feet
        iv. Retail store or retail activities: 1 space per 450 square feet

<u>Platting Justification:</u>

The subject property was originally platted in 1962. At some point thereafter, all the lots on the west side of S. Cottonwood Drive between W. Belt Line Road and Stagecoach Drive were subsequently subdivided by metes and bounds. As a result, the subject property incorporated approximately one half of the adjacent lot to the south causing the existing building to straddle the common property line.

Additionally, the subject property and the property to the south currently share an access drive aisle, along the shared property line, extending from S. Cottonwood Drive westward to the existing alley; however, no shared access easement was ever dedicated. Consequently, access to either property requires vehicles to cross onto the neighboring property.

To address these issues, a condition has been included in the proposed PD Planned Development District Standards that the subject property be replatted into a single lot and the dedication of a shared access easement, as shown on the Concept Plan, in favor of the property to the south. At such time when the property to the south is replatted, the City shall pursue having that property owner dedicate the remaining half of the shared access easement in favor of the property to the north (i.e. the subject property), thereby establishing a full access easement.

Parking Justification:
As part of the proposed PD Planned Development District Standards, the applicant is requesting that the five (5) on-street parking spaces located on S. Cottonwood Drive, for the distance adjacent to the property, be credited toward satisfying the minimum off-street parking requirement. Additionally, the applicant is requesting to establish a minimum parking ratio of one (1) parking space per 450 square feet of gross floor area for the three (3) requested additional permitted uses within the PD district. This modified parking ratio recognizes the site's limited parking capacity while providing an appropriate parking ratio for the additional requested uses. As stated earlier, this requested reduced parking ratio for these uses provides greater flexibility and a consistent ratio for these similar uses, to facilitate leasing to future tenants and adaptive reuse of the building.

PUBLIC RESPONSE

Correspondence: To date, staff has not received any correspondence regarding this request.

CITY PLAN COMMISSION RECOMMENDATION

Motion: The Commission will be making a recommendation to the City Council regarding this request. The Commission may approve the request, add or amend conditions, or recommend denial of the request.

Should the CPC recommend approval of the applicant's request, the motion should include the following special conditions:

1. The site shall be zoned PD Planned Development District with a base zoning district of O-M Office Zoning District, except as provided within the PD Planned Development District Standards attached as Exhibit "B", and shall be developed in substantial conformance with the Concept Plan attached as Exhibit "C".



ZF 26-14 AERIAL MAP
PLANNED DEVELOPMENT REQUEST
200 S. COTTONWOOD DRIVE

This product is for informational purposes and may not have been prepared for or be suitable for legal, engineering, or surveying purposes. It does not represent an on-the-ground survey and represents only the approximate relative location of property boundaries.

RICHARDSON TEXAS

ZF 26-14 Exhibit “B” - PD Planned Development District Standards

A. The property shall be zoned PD Planned Development with a base zoning district of O-M Office District and shall be developed in substantial conformance with Exhibit “B”, Zoning Exhibit, and in accordance with the requirements of the O-M Office District zoning regulations, except as otherwise provided herein:

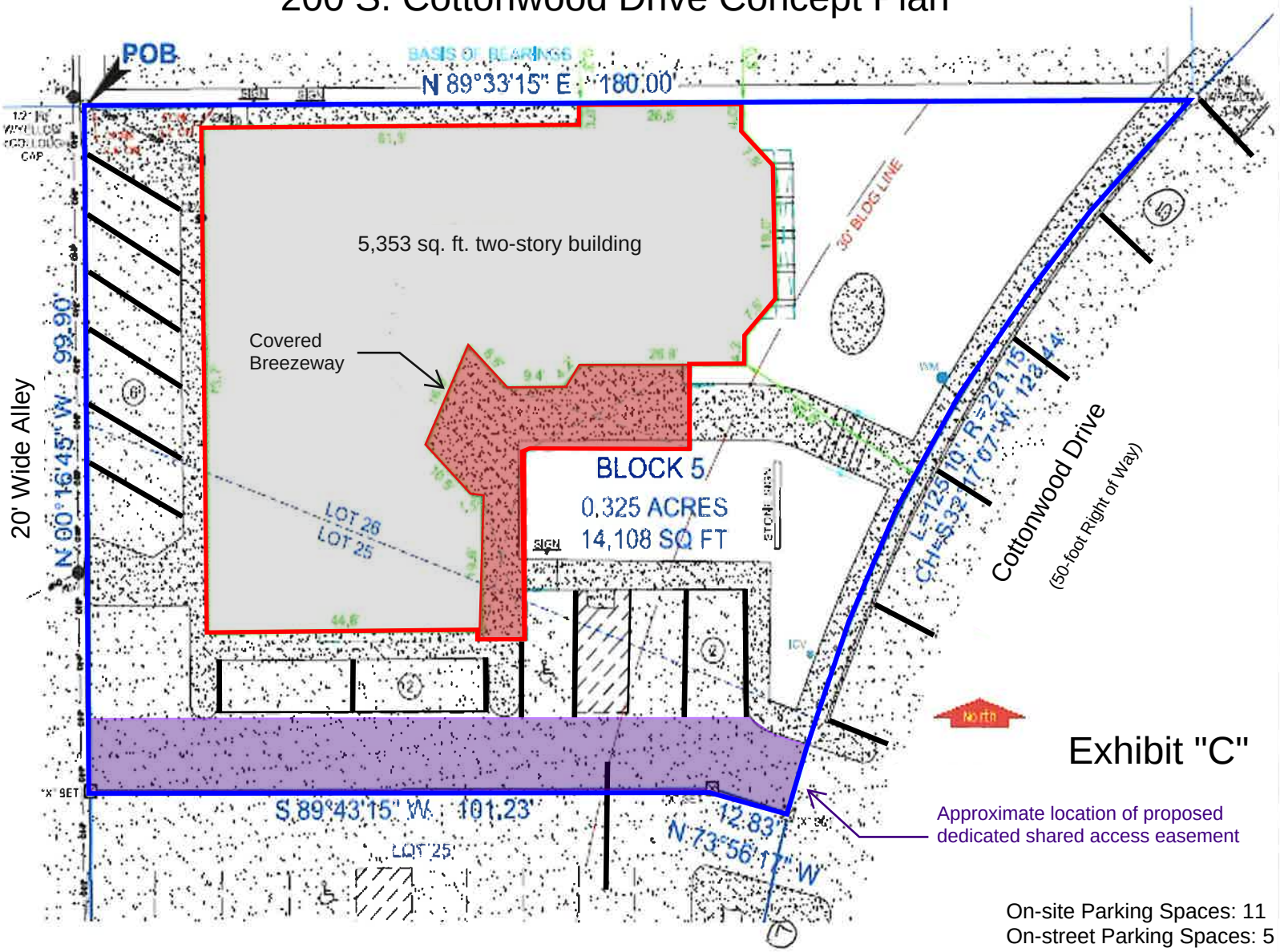
1. Uses:
    a. O-M Office District uses are permitted, with the following additional uses permitted by right:
    b. Bakery
    c. Barber or Beauty Salon
    d. Retail Store or Retail Activities

2. Development Standards:
    a. The property shall be replatted into a single lot, including dedicating a shared access easement in favor of the adjacent property owner to the south, as shown on the Concept Plan, prior to a Certificate of Occupancy being issued for any subsequent uses.

    b. On-street parking spaces, located on the adjacent street (S. Cottonwood Drive) for the distance in front of the property, may be used to satisfy on-site parking requirements.

    c. Parking shall be provided on-site based on the parking requirements as provided for in the Comprehensive Zoning Ordinance, except for the following uses:
        i. Office: 1 space per 450 square feet
        ii. Bakery: 1 space per 450 square feet
        iii. Barber or Beauty Salon: 1 space per 450 square feet
        iv. Retail store or retail activities: 1 space per 450 square feet

200 S. Cottonwood Drive Concept Plan



Cottonwood Park Business LLC

200 S Cottonwood Dr
Richardson, TX 75080
(469) 235-9828

Dear, City of Richardson

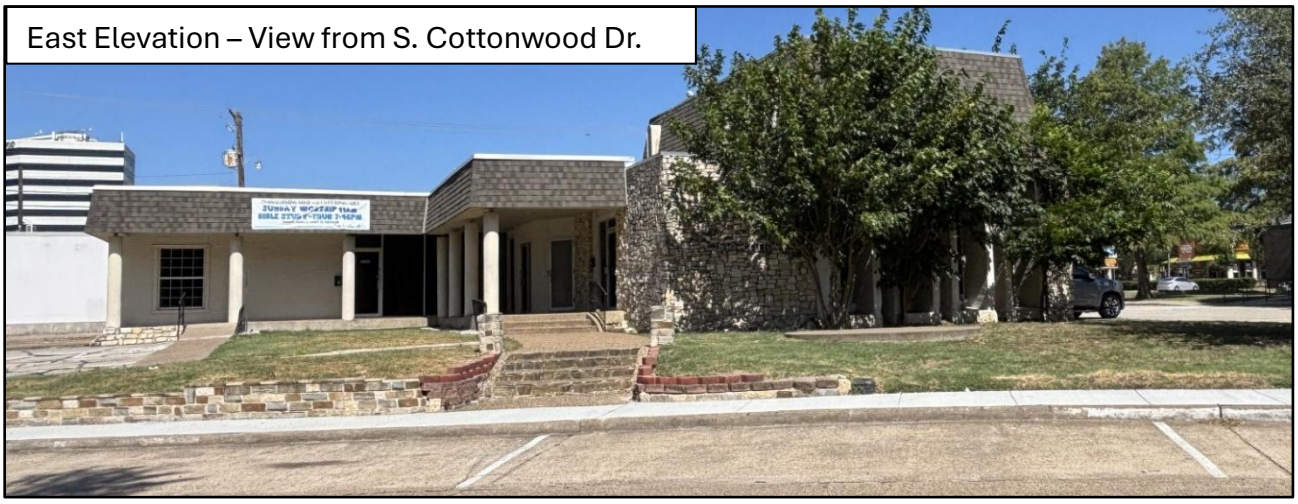
200 S Cottonwood Drive Richardson, Texas 75080 is seeking a new zoning classification from the existing O-M zoning to a new PD O-M. For the following uses: a church, bakery, retail store, and beauty & hair care studio.

The owners of Cottonwood Park Business LLC acquired this unique office park in 2015. We commenced an exterior refresh shortly after purchase which included new landscaping, painting, and lighting. The property had two dentists, a chess club, and a software company.

By allowing additional uses consistent with the area, this targeted approach will enhance the economic activity of the area while providing neighborhood-serving and walkable retail, office, and service activities. We do not seek any alterations to building height, setbacks, or parking to maintain consistency with the original zoning and to avoid negative impacts to the surrounding properties. The requested zoning change will not hinder future area development as we are not requesting any type of change to the development or infrastructure.

Sincerely, Jay & Almas Farooqui

East Elevation – View from S. Cottonwood Dr.



South Elevation – View from Parking Lot



North Elevation – View from Parking Lot



West Elevation – View from Alley



Notice of Public Hearing
City Plan Commission

An application has been received by the City of Richardson for a:

PD PLANNED DEVELOPMENT

File No.:	**ZF 26-14 200 S. Cottonwood Drive**
Applicant:	Almas and Junaid Farooqui / Cottonwood Park Business LLC
Location:	(See map on reverse side)
Request:	Consider and act on a request to rezone approximately 0.32 acres located at 200 S. Cottonwood Drive, on the west side of S. Cottonwood Drive, south of W. Belt Line Road, from O-M Office District to PD Planned Development with a base zoning district of O-M Office District with amended use and development standards. *Staff: Christine Ross.*

The City Plan Commission will consider this request at a public hearing on:

TUESDAY, JULY 21, 2026
6:00 p.m.
Richardson City Hall
2360 Campbell Creek Boulevard, Suite 525
Richardson, TX 75082

This notice has been sent to all owners of real property affected by the zoning request and those who are within 200 feet of the request, as such ownership appears on the last approved City tax roll.

Process for Public Input: Individuals attending the meeting in person will be allocated a maximum of 3 minutes to address the City Plan Commission to express whether they are in favor or oppose the request.

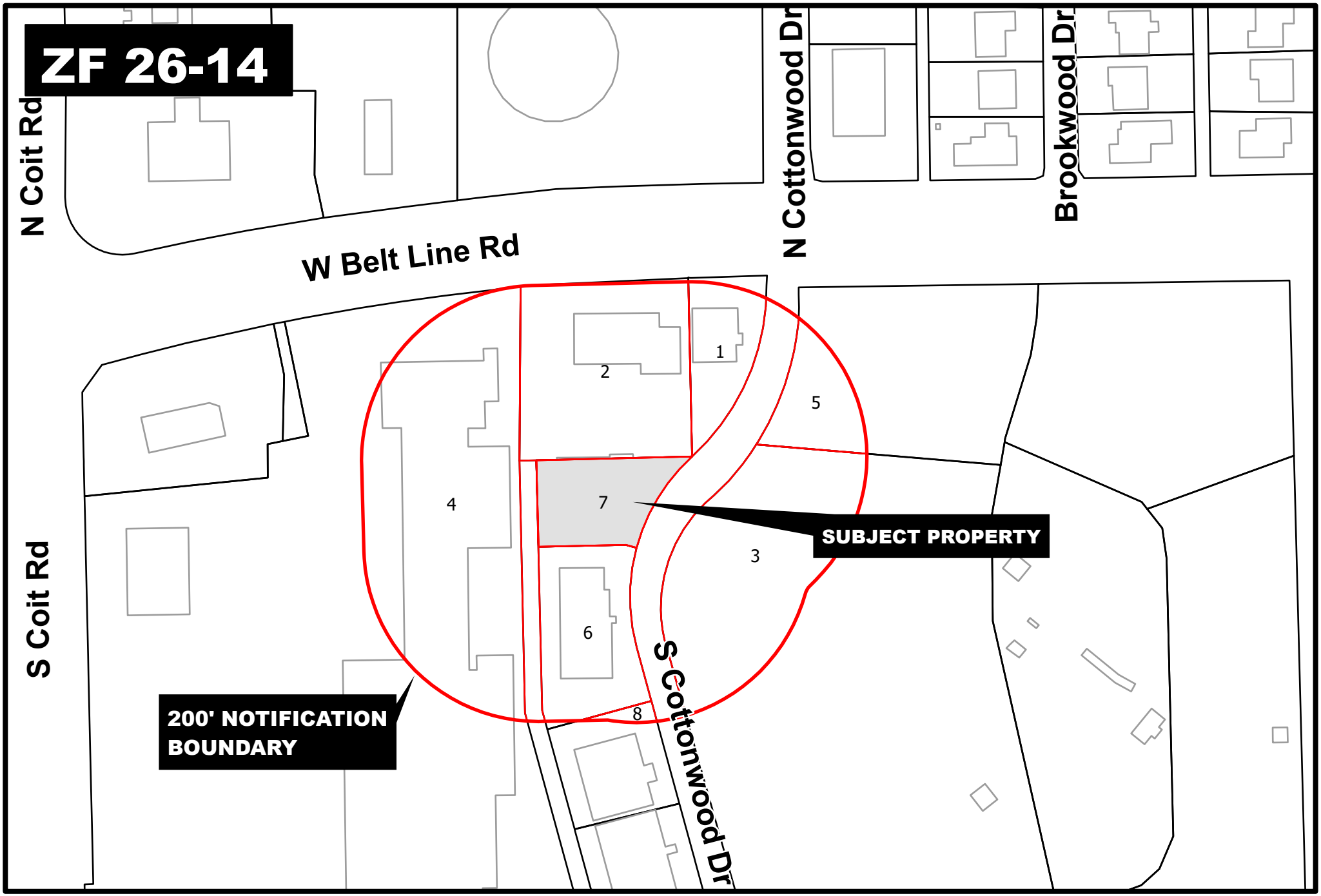
Persons not attending the meeting who would like their views to be made a part of the public record may send signed, written comments, referencing the file number above, prior to the date of the hearing to: Dept. of Development Services, PO Box 830309, Richardson, TX 75083 or by utilizing the Public Comment Card at https://www.cor.net/PublicCommentForm.

The City Plan Commission may recommend approval of the request as presented, recommend approval with additional conditions, or recommend denial. Final approval of this application requires action by the City Council.

Agenda: The City Plan Commission agenda for this meeting will be posted on the City of Richardson website three (3) business days before the public hearing. For a copy of the agenda, please go to: http://www.cor.net/index.aspx?page=1331.

For additional information, please contact the Development Services Department at 972-744-4240 and reference Zoning File number ZF 26-14.

Posted and Mailed prior to: July 10, 2026



ZF 26-14 NOTIFICATION MAP
PLANNED DEVELOPMENT REQUEST
200 S. COTTONWOOD DRIVE

This product is for informational purposes and may not have been prepared for or be suitable for legal, engineering, or surveying purposes. It does not represent an on-the-ground survey and represents only the approximate relative location of property boundaries.

RICHARDSON TEXAS

	Site Address	Owner Address				
1	100 S COTTONWOOD DR	KLT RENOVATION INC	100 S COTTONWOOD DR	RICHARDSON	TX	75080-5705
2	1411 W BELT LINE RD	DALLAS COUNTY OF	500 ELM ST STE 2100	DALLAS	TX	75202-3348
3	201 S COTTONWOOD DR	RICHARDSON CITY OF TAX DEPT SUITE 101	411 W ARAPAHO RD STE 101	RICHARDSON	TX	75080-4543
4	101 S COIT RD	DAL RICH VILLAGE LTD %CENCOR REALTY SVC INC	3102 MAPLE AVE STE 500	DALLAS	TX	75201-1262
5	101 S COTTONWOOD DR	RICHARDSON CITY OF TAX DEPT SUITE 101	411 W ARAPAHO RD STE 101	RICHARDSON	TX	75080-4543
6	204 S COTTONWOOD DR	HASAN EJAZ & MEHNAZ	6801 HAVENHURST CT	PARKER	TX	75002-4602
7	200 S COTTONWOOD DR	COTTONWOOD PARK BUSINESS LLC DR J FAROOQUI	2541 BUNKER HILL CIR	PLANO	TX	75075-2926
8	208 S. COTTONWOOD DR	208 S COTTONWOOD 300 LLC	811 S. CENTRAL EXPY STE 205	RICHARDSON	TX	75080