

Planning and Zoning Commission
August 12, 2025

A regular meeting of the Planning & Zoning Commission of the City of Waxahachie was held at the Waxahachie Civic Center, 2000 Civic Center Lane, Meeting Rooms A and B, Waxahachie, Texas, on Tuesday, August 12, 2025 at 7:00 p.m.

Commission Members: Rick Keeler, Chairman
Jenny Bridges
David Hudgins
Chad Hicks
Wendy Johnson
Terry Connor
Vacant

Others Present: Shon Brooks, Executive Director of Development Services
Trenton Robertson, Senior Director of Planning
Oanh Vu, Senior Planner
Amber Villarreal, City Secretary

- 1. Call to Order**
- 2. Invocation**

Chairman Rick Keeler called the meeting to order and gave the invocation.

- 3. Public Comments**

None.

- 4. Consent Agenda**

- a. Minutes of the regular Planning & Zoning Commission meeting of July 29, 2025
- b. Consider a request by John Helms, for a Plat of the Halperin & Helms Waxahachie Addition, being 9.984 acres, located at 2435 FM 879, situated in the Marion Woodard Survey, Abstract 1120, an addition in the Extra Territorial Jurisdiction of the City of Waxahachie (Property ID 192158) – Owner: Halperin & Helms Waxahachie, LLC (SUB-100-2025)
- c. Consider a request by Mark Struznik, Residential Solutions, LLC, for a Replat part of Block 172 of the Town Addition and Block 7 of the Temple Addition, to create Lot 1R, Block 7 of the Temple Addition, 1 Residential Lot, being 0.176 acres, located at 609 North Getzendaner Avenue (Property ID 175920) – Owner(s): Residential Solutions, LLC (SUB-102-2025)
- d. Consider a request by Tim Jackson, for a Replat of portions of Block 302 of the Town Addition to create Lot 1 Block A, of the RL Scott Addition, 1 non-residential lot, being 4.0-acres, located north of the intersection of Circle Street and N. Gibson Street, an addition to the City of Waxahachie (Property ID 307919) – Owner: Rodney Scott (SUB-103-2025)
- e. Consider a request by Tim Jackson, for a Plat of the Graham Street Addition, being 0.345 acres, located at 100 Graham Street situated in the S Durrett Survey, Abstract 272, an addition to the City of Waxahachie (Property ID 182074) – Owner: Phipps Graham, LLC (SUB-105-2025)

Action:

David Hudgins moved to approve the Consent Agendas, subject to the recommendations of the staff report. Motion was seconded by Chad Hicks and carried unanimously (6-0).

- 5. Public Hearing on a request by Quinn Foster, Manhard Consulting, for a Zoning Change from a Single-Family-1 (SF-1) zoning district to Planned Development – General Retail (PD-GR) zoning district located directly north of 2400 North US Highway 77 (Property ID 189302) – Owner(s): Snow Peach Legacy Family Holding Spendthrift Trust (ZDC-75-2025)**

Chairman Keeler announced the applicant requested a continuance to the September 8, 2025 Planning and Zoning Commission meeting.

Action:

Chad Hicks moved to continue the Public Hearing for ZDC-75-2025 to the September 8, 2025 Planning and Zoning Commission meeting. Motion was seconded by David Hudgins and carried unanimously (6-0).

- 6. Consider recommendation of ZDC-75-2025**

No action taken.

- 7. Public Hearing on a request by Linda Romanenko for a Specific Use Permit (SUP) for Accessory Structures exceeding 1,000 square feet use within a Single-Family Residential-1 (SF-1) zoning district located at 2951 Longbranch Road (Property ID 175482) – Owner(s): Linda Romanenko (ZDC-99-2025)**

Planner Caleb Ensley presented the Item. The applicant requests a Specific Use Permit (SUP) for Accessory Structures exceeding 1,000 square feet in combined floor area use at 2951 Longbranch Road. The subject property has four (4) existing accessory structures used for general storage, a carport, a detached garage, and a barn; that total an estimated 2,145 square feet in size. The number of existing accessory structures are consistent with adjacent properties and the rural setting along Longbranch Road. Per the City of Waxahachie Zoning Ordinance, accessory structures exceeding 1,000 square feet in combined floor area require a SUP to be approved by City Council.

According to the Ellis County Appraisal District, the subject property currently has an existing primary structure of approximately 2,073 square feet. The proposed accessory structure is a partially enclosed storage canopy that is approximately 480 square feet in size. The accessory structure features an exterior façade that is consistent with the existing accessory structures. The proposed accessory structure will be utilized as a storage area that will accommodate various items related to the general upkeep of the applicant's garden and yard. No vehicles or heavy equipment will be stored in the structure; thus, a driveway is not required. The location of the proposed accessory structure meets the typical setback requirements of the City of Waxahachie Zoning Ordinance.

According to the applicant's Operational Plan, no plumbing or electrical work is being proposed for the accessory structure; and no paved flooring is being proposed as well, with the accessory structure being secured via mobile home anchors. The proposed structure will be enclosed on the side facing the front of the property, while the open side of the canopy will face the rear of the property. The property owners have confirmed to staff that the structure will not be used as a dwelling or short-term rental and will not be separately sold or leased from the existing primary structure.

To comply with State law contained in Local Government Code Chapter 211 and the City's public hearing notice requirements, five notices were mailed to property owners within 200 feet of the request. In addition, a notice was published in the Waxahachie Sun, and a sign was visibly posted at the property. Staff has received three (3) letters of support and zero (0) letters of opposition.

Chairman Keeler opened the Public Hearing at approximately 7:04 p.m.

There being no others to speak for or against ZDC-99-2025, Chairman Keeler closed the Public Hearing at approximately 7:04 p.m.

8. Consider recommendation of ZDC-99-2025

Action:

Jenny Bridges moved to recommend approval of ZDC-99-2025, a Specific Use Permit (SUP) for Accessory Structures exceeding 1,000 square feet in combined floor area use, subject to the conditions of the staff report, authorizing the Mayor and/or City Manager to execute all documents accordingly. Motion was seconded by Terry Connor and carried unanimously (6-0).

9. Continue Public Hearing on a request by Marisa Brewer, AICP, McAdams, for a Zoning Change from a Planned Development – Commercial (PD-5-C) zoning district to Planned Development Multi-Family-1 (PD-MF-1) zoning district located at 501 Houston Street (Property ID 189345 – Owner(s): Skanda Investments, LLC and Masina Investments, LLC (ZDC-174-2024)

Senior Planner Oanh Vu presented the Item and Marisa Brewer requested approval. On July 15, 2025, the Planning & Zoning Commission requested to continue the application to the August 12, 2025 Planning and Zoning Commission meeting so that the applicant can address concerns regarding amenities and elevations from the Planning and Zoning Commission.

The applicant has since updated their elevations to incorporate different materials and architectural features on the rear elevations. Furthermore, the design of the central amenity area has been revised to address concerns from the Planning & Zoning Commission.

The applicant proposes a Planned Development (PD) to allow for a townhome style multi-family development with a total of sixty (60) units on 5.889 acres. This results in a density of 10.19 dwelling units per acre (DUA); which is below the maximum density of eighteen (18) DUA that is allowed by right per the base zoning district of Multi-Family-1 (MF-1). The proposed development will not be subdivided into separate platted lots and will be developed on one lot, similar to a multi-family apartment development. The existing Phase 1 and proposed Phase 2 are currently owned by the same entities.

The applicant proposes a total of nine (9) buildings with this PD. Each building will house between four to eight townhome-style units, with 1-3 bedrooms per unit. A total of sixteen (16) 1-bedroom units, thirty-five (35) 2-bedrooms units, and nine (9) 3-bedrooms units, totaling sixty (60) units, are proposed for this development. The buildings have a proposed maximum height of two-stories and are situated approximately 97' from the southern boundary that is adjacent to an existing residential subdivision (Northgate Two Addition). The proposed development includes a rear entry-attached garage for each unit with the remaining required parking to be parallel along the primary drive aisles. The applicant is not proposing any front entry garages with this development. The proposed parking does exceed the minimum total parking requirement (100 spaces) and minimum attached garage requirement (105 spaces) for a multi-family development of this size.

Since the July 15th Planning & Zoning Commission meeting, the applicant has provided updated elevations that include additional materials to provide a contrast in color while complementing the main material being used. Also, decorative gable roofs have been added to the rear elevation of each building. A rendering of each building type is included in the Building Materials/Elevations Plan. The facades feature primarily stone with accents of brick and Hardie board planks utilized in various areas of each building to create some uniqueness to define each unit. Notably, proposed structures of the same type all utilize the same façade plan. Staff has conveyed to the applicant that the addition of architectural accent elements to the side façade of each building can further reduce monotony concerns. The renderings below can be referenced for a look at the proposed front façade, rear façade, and building materials for an eight (8) unit building.

The applicant proposes to provide amenities such as playground equipment, a pickleball court, and picnic tables to be located in the center of the development, as shown on the Site Plan. In addition, the applicant proposes open space throughout the development with internal pedestrian sidewalks. Staff has also included a recommended condition of approval for the PD request that requires these central amenities to be installed prior to the issuance of the Certificate of Occupancy of the first building on the subject property. The applicant has provided additional landscaping on the perimeter of the amenities area and a detailed list of elements provided for the playground equipment since the previous Planning & Zoning Commission meeting.

The applicant has provided a Landscape Plan for the proposed development. The proposed landscaping does meet the minimum requirements of the City of Waxahachie Zoning Ordinance. The applicant is proposing to install part of the required landscape in front of each unit. The applicant is proposing to provide trees along the southern boundary line to serve as a buffer between the proposed development and Northgate Two Addition (residential subdivision).

The subject property is accessed from Johnston Boulevard and Houston Street through mutual access easement with the existing development located to the north of the subject property, Heritage Square Townhomes Phase 1. The applicant proposes to dedicate a mutual access easement along the northern and eastern boundaries of the subject property by separate instrument. The applicant confirmed that they will file the mutual access easement prior to the plat application submittal.

The subject property is adjacent to an existing residential subdivision located south of the subject property, the Northgate Two Addition. Therefore, the applicant is proposing a 6' masonry screening wall, as required by the Waxahachie Zoning Ordinance. The applicant had previously coordinated a meeting with the adjacent property owners to communicate what the proposed development entails, and has stated that they will be reaching out to them regarding installation of the screening wall, should the property owner proceed with this development.

The subject property is identified by the 2023 Comprehensive Plan under the Mixed-Use Neighborhood placetype. Though the proposed development does not provide the mixing of activities, the use does provide a buffer between a dense multi-family development and a less dense traditional single-family neighborhood due to the proposed density for the development of 10.19 DUA. This type of density transition and the diversity of housing is consistent with the goals of the Mixed-Use Neighborhood placetype.

To comply with State law contained in Local Government Code Chapter 211 and the City's public hearing notice requirements, 35 notices were mailed to property owners within 200 feet of the request. In addition, a notice was published in the Waxahachie Sun, and a sign was visibly posted at the property. At the time of the publishing of this staff report, no letters of support and five (5) letters of opposition to the request have been received by staff.

Ms. Brewer clarified that both properties in question are under the same ownership, and that amenities will be shared between the two developments.

Commission members discussed several concerns related to the proposed development, including the potential traffic impact on the adjacent townhomes and the size of the playground area. Specific concerns were raised about the limited scope of the playground equipment, which appears to be designed solely for small children, with no amenities for older age groups.

Additional items discussed included site lighting, the possibility of adding a shade structure over the playground, removing picnic tables to allow for additional playground equipment, and installing fencing around both the playground and the pickleball court.

Architect Ben Ford stated that the currently proposed playground area is approximately 40x40 feet; however, staff noted that a revised plan reflecting these updates has not yet been submitted. Mr. Robertson emphasized that a revised site plan must be provided before the project can move forward to City Council for consideration.

Commissioner Jenny Bridges commented that the current zoning would also permit commercial uses on the site, which would generate traffic regardless of the proposed development type.

Chairman Keeler opened the Public Hearing at approximately 7:26 p.m.

There being no others to speak for or against ZDC-174-2024, Chairman Keeler closed the Public Hearing at approximately 7:28 p.m.

Chairman Keeler expressed his support for the development, stating that he believes it will offer an affordable housing option for the community. He also indicated that the proposed elevation improvements are acceptable.

The discussion then turned to the maintenance of Phase 1 of the development. Mr. Robertson acknowledged hearing concerns from tenants and noted that the facility is aging; however, he confirmed that there are currently no outstanding code violations.

10. Consider recommendation of ZDC-174-2024

Action:

David Hudgins moved to recommend approval of ZDC-174-2024, a Zoning Change from a Planned Development – Commercial (PD-5-C) to Planned Development – Multifamily-1 (PD-MF-1), subject to the conditions of the staff report, adding the following conditions: the playground equipment be shaded with a shade structure, the playground area and pickleball court be fenced, the tables shall be removed and replaced with additional playground equipment, updated site plan and updated photometric plan shall be provided prior to the City Council meeting, and authorizing the Mayor and/or City Manager to execute all documents accordingly. Motion was seconded by Chad Hicks and carried unanimously (6-0).

11. Public Hearing on a request by Sarah Lewis, for a Specific Use Permit (SUP) for a Short-Term Rental use within a Single-Family-2 (SF-2) zoning district located at 209 Equestrian Drive. (Property ID 236359) - Owner: Sarah & Brandon Lewis (ZDC-98-2025)

Mr. Ensley presented the Item. The applicant requests a SUP for short-term rental use at 209 Equestrian Drive because it is located within the SF-2 zoning district. The subject property consists of a primary structure of approximately 1,696 square feet, built in 2013. The portion of the home proposed to be used as an STR has three (3) bedrooms, one (1) bathroom and enough improved surface to accommodate two (2) vehicles. The emergency contact will be residing approximately 10.2 miles away from the subject property.

The applicant submitted the SUP application on July 2, 2025. The subject property is situated on an approximately 0.17 acres (7,405.2 square feet) lot. The applicant has not been operating a short-term rental. The applicant has not been paying local hotel occupancy taxes, as they have not been operating an STR. The Ellis County Appraisal District (ECAD) does identify the subject property as a Homestead. However, according to the comment response letter received by the applicant, the existing Homestead Exemption rolled over from the previous owner, and the applicant has formally put in a request with Ellis County Appraisal District to have that Homestead Exemption removed. Additionally, the applicant will not be residing at this location.

During the planning analysis, staff inquired with the Waxahachie Police Department and discovered no nuisance-related calls had been made regarding the subject property and its current use in the past 12 months. The applicant's local emergency contact is located 10.2 miles away from the subject property.

To comply with State law contained in Local Government Code Chapter 211 and the City's public hearing notice requirements, 63 notices were mailed to property owners within 500 feet of the subject property as required in Section 3.27 of the City's Zoning Ordinance. In addition, a notice was published in the Waxahachie Sun, and a sign was visibly posted at the property. At the time of the publishing of this staff report, a total of four (4) letters of opposition and zero (0) letters of support were received by staff.

Commissioner Bridges expressed concern about emergency vehicle access in the neighborhood due to the current level of on-street parking. Mr. Ensley explained that the property owner is permitted to have up to three (3) off-street parking spaces at the home; however, the owner has opted to limit off-street parking to two vehicles.

Chairman Keeler opened the Public Hearing at approximately 7:37 p.m.

Those who spoke in opposition:

Chance Robeson, 215 Stable Drive, Waxahachie, Texas

Those who spoke in support or in opposition:

Paul Kwaak, 206 Equestrian, Waxahachie, Texas

Commissioners David Hudgins and Chad Hicks discussed the advantages and disadvantages of long-term versus short-term rentals, noting that the City only has regulatory authority over short-term rentals.

Kathleen Butler, the owner's representative, confirmed that the property will be managed by the current owners rather than a third party. She also stated that the owners have submitted a request to ECAD to remove the homestead exemption.

There being no others to speak for or against ZDC-98-2025, Chairman Keeler closed the Public Hearing at approximately 7:52 p.m.

12. Consider recommendation of ZDC-98-2025

Action:

David Hudgins moved to recommend approval of ZDC-98-2025, a Specific Use Permit (SUP) for a Short-Term Rental use, subject to the conditions of the staff report, authorizing the City Manager and/or Mayor to execute all documents accordingly. Motion was seconded by Terry Connor and carried unanimously (6-0).

13. Comments by Commissioners and City Staff

Trenton Robertson, Senior Director of Planning, announced he will host a training for Commissioners on August 26, 2025. He also announced that staff recently submitted an award nomination for Chairman Rick Keeler to the American Planning Association for the "Planning Advocate of the Year" in Texas—and he won. Chairman Keeler has long been a dedicated advocate and an invaluable resource to the City of Waxahachie. His contributions over the years have made a lasting impact, and the City is deeply grateful for his service. He will receive his award at the Texas APA conference in College Station and he will also be formally recognized at an upcoming City Council meeting.

Mayor Pro Tem Patrick Souter expressed his appreciation to the citizens who attended and participated in the meeting.

14. Adjourn

There being no further business, the meeting adjourned at 7:56 p.m.

Respectfully submitted,

Amber Villarreal, City Secretary