

Planning and Zoning Commission
July 28, 2026

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 July 28, 2026 at 7:00 p.m.

Members Present: Wendy Johnson, Chair
Jenny Bridges, Vice Chair
Terry Connor
Ryan Simpson
Bart Underwood
Twyla U. Williams

Member Absent: Jimmy Poarch

Others Present: Trenton Robertson, Director of Planning & Zoning
Brian Guenzel, Assistant Director of Planning & Zoning
Billie Wallace, Mayor, Council Liaison

1. Call to Order

Chair Wendy Johnson called the meeting to order at 7:00 p.m.

2. Invocation

Vice Chair Jenny Bridges gave the invocation.

3. Public Comments

None.

4. Consent Agenda

- a. Minutes of the regular Planning & Zoning Commission meeting of July 14, 2026
- b. Consider request by Daniel Box, for a Plat of the Vista de Madera Addition, 75 residential lots, being 32.564 acres, located directly south of the Blue Bonnet Trails residential subdivision, situated in the W.C. Calder Survey, Abstract 235, and the B.B. Davis Survey, Abstract 290, an addition to the City of Waxahachie (Property ID: 182275) – Owner: Vista De Madera Waxahachie (SUB-180-2024)

Chair Johnson announced that Item 4b has been removed from the consent agenda for separate discussion.

Action:

Ryan Simpson moved to approve the item 4a on the Consent Agenda as presented. Motion was seconded by Terry Connor and carried unanimously (6-0).

Director of Planning Trenton Robertson presented Item 4b and the applicant requested approval of a Plat for Vista de Madera Addition to include 75 residential use lots located directly south of the Blue Bonnet Trails, within the SF-2 zoning district. The proposed subdivision does adhere to the lot size and dimension requirements of the SF-2 zoning district. The proposed plat includes right-of-way (ROW) dedication to extend River Oaks Boulevard, which is identified as a Major Collector on the 2024 Waxahachie Thoroughfare Plan. A second point of access connecting to an existing public ROW was provided by separate instrument as required by the Waxahachie Subdivision Ordinance.

Staff recommends approval of the plat application request with the condition that all street names will need to be approved in accordance with the City of Waxahachie Road Naming regulations prior to plat filing, authorizing the Planning & Zoning Commissioner to sign the associated documents accordingly.

Action:

Ryan Simpson moved to approve Item 4b of the Consent Agenda subject to the conditions of the staff report with the condition that all street names will need to be approved in accordance with the City of Waxahachie Road Naming regulations prior to plat filing, authorizing the Planning & Zoning Commission Chair to sign the associated documents accordingly. Motion was seconded by Twyla U. Williams and carried unanimously (6-0).

5. Public Hearing on a request by Megan Hillen, for a Specific Use Permit (SUP) for a Short-Term Rental use within a Planned Development-Single-Family Dwelling-3 (PD-SF-3) zoning district located at 220 Chesterfield Circle (Property ID 228853) – Owner(s): Megan and Alexander Hillen (ZDC-65-2026)

Senior Planner Oanh Vu presented the Item and applicant Megan Hillen requested approval. The applicant is requesting a SUP for a Short-Term Rental (STR) at 220 Chesterfield Circle located within the PD-SF-3 zoning district. The subject property consists of a primary structure of approximately 2,327 square feet with four (4) bedrooms, an in-ground pool, and enough improved surface to accommodate parking for a maximum of four (4) vehicles with two (2) vehicles parked in the garage and two (2) vehicles parked in the driveway.

The subject property is situated on approximately 0.16 acres (7,318 square feet) lot. The applicant has not been operating the subject property as an STR; therefore, they have not been paying local hotel occupancy taxes. The Ellis County Appraisal District (ECAD) does identify the subject property as a Homestead. The applicant submitted the SUP application on June 3, 2026 submittal cycle.

Staff consulted with the Waxahachie Police Department and confirmed that the property had two calls for service involving the previous owners. The calls were not related to the current request. The applicant's local emergency contact is Alexander Hillen and is located approximately eight (8) miles from the subject property.

In accordance with Chapter 211 of the Texas Local Government Code and the City's public hearing notification requirements, 88 notices were mailed to property owners located within 200 feet of the subject property. At the time of the publishing of this staff report, staff received no letters in support and seven (7) letters in opposition of the request, with two (2) letters in opposition located within the 200' buffer of the subject property.

Chair Johnson opened the public hearing at 7:13 p.m.

No one signed up to speak on the item; therefore, Chair Johnson closed the public hearing at 7:13 p.m.

6. Consider approval of ZDC-65-2026

Action:

Ryan Simpson moved to recommend approval of ZDC-65-2026, a Specific Use Permit (SUP) for a Short-Term Rental use, subject to the conditions the staff report and add a condition that vehicles shall not block the public sidewalk, authorizing the Mayor and/or City Manager to execute all documents accordingly. Motion was seconded by Jenny Bridges and carried 5-1 with Twyla U. Williams voting in opposition.

7. Public Hearing on a request by Stephen Mott, WISD, for a Specific Use Permit (SUP) for an Electronic Message Sign use within a Single Family-1 (SF-1) zoning district located at 265 Broadhead Rd (Property ID 211021) - Owner: Waxahachie Independent School District (ZDC-48-2026)

Planner David Jones presented the Item and applicant Stephen Mott, WISD, requested approval. The applicant requests approval of a SUP to install an Electronic Message Sign for Howard Junior High School. In accordance with the Waxahachie Zoning Ordinance, Electronic Message Signs are subject to a SUP to be approved by City Council. The proposed sign will be approximately eight (8) feet in height and include a seventy-two (72) square-foot display area mounted on a four (4)-foot masonry base. The proposed Electronic Message Sign will replace the existing sign located along the south property line adjacent to Broadhead Road.

To comply with State law contained in Local Government Code Chapter 211 and the City's public hearing notice requirements, 18 notices were mailed to property owners within 200 feet of the request. Staff has received zero (0) letters of support and zero (0) letters of opposition to the SUP request.

Chair Johnson opened the public hearing at 7:16 p.m.

No one signed up to speak on the item; therefore, Chair Johnson closed the public hearing at 7:16 p.m.

8. Consider approval of ZDC-48-2026

Action:

Jenny Bridges moved to recommend approval of ZDC-48-2026, a Specific Use Permit (SUP) for an Electronic Message Sign, subject to the conditions the staff report, authorizing the Mayor and/or City Manager to sign the associated documents accordingly. Motion was seconded by Ryan Simpson and carried unanimously (6-0).

9. Public Hearing on a request by Stephen Mott, WISD, for a Specific Use Permit (SUP) for an Electronic Message Sign use within a Single-Family-1 (SF-1) zoning district located at 275 Indian Drive (Property ID 224060) - Owner: Waxahachie Independent School District (ZDC-49-2026)

Mr. Jones presented the Item and applicant Stephen Mott, WISD, requested approval. The applicant requests approval of a SUP to install an Electronic Message Sign for Coleman Junior High School. In accordance with the Waxahachie Zoning Ordinance, Electronic Message Signs are subject to a SUP to be approved by City Council. The proposed sign will be approximately eight (8) feet in height and include a seventy-two (72) square-foot display area mounted on a four (4)-foot masonry base. The proposed location of the sign is approximately twenty-five (25) from the property line along Indian Drive.

To comply with State law contained in Local Government Code Chapter 211 and the City's public hearing notice requirements, 33 notices were mailed to property owners within 200 feet of the request. Staff has received zero (0) letters of support and zero (0) letters of opposition to the SUP request.

Chair Johnson opened the public hearing at 7:18 p.m.

No one signed up to speak on the item; therefore, Chair Johnson closed the public hearing at 7:18 p.m.

10. Consider approval of ZDC-49-2026

Action:

Bart Underwood moved to recommend approval of ZDC-49-2026, a Specific Use Permit (SUP) for an Electronic Message Sign, subject to the conditions the staff report, authorizing the Mayor and/or City Manager to sign the associated documents accordingly. Motion was seconded by Terry Connor and carried unanimously (6-0).

11. Public Hearing on a request by Jose Castillo for a Specific Use Permit (SUP) for a Major Auto Repair Shop use within a Commercial (C) zoning district located at 407 W. Franklin (Property ID 170507) – Owner: Big Blue Truck, LLC (ZDC-57-2026)

Planner Caleb Ensley presented the Item and applicant Jose Castillo requested approval. The applicant requests a SUP for an Auto Repair, Major use. The business has been operating on-site as an Auto Repair, Major use since 2016 without an approved certificate of occupancy (CO) for repairs onsite. The applicant submitted a Certificate of Occupancy request on April 15, 2026, for an Auto Repair, Major use. Per the City of Waxahachie Zoning Ordinance, the use of an Auto Repair, Major, requires a Specific Use Permit to be approved by the City Council within the Commercial (C) zoning district.

Castillo Auto Repair is a specialized major auto repair shop that primarily concerns itself with engine and mechanical repairs.

The existing business offers a wide variety of services that the applicant has detailed in their operational plan, including services such as vehicle diagnostics, brake repairs, rotor and A/C repairs, transmission repair and service, transmission rebuild, check engine service, engine replacement, and other services that relate to overall major vehicle maintenance and health. According to the applicant's operational plan, this establishment will not operate as a tire shop, nor offer oil change or paint and bodywork services. The applicant made it clear that no cars that are being serviced will be stored outside, and staff will only support the outside area used for employee & customer parking only. The building will remain as it exists currently, with the applicant making it clear that no additions or changes will be made to the primary structure, including no additional signage on the property.

To comply with State law contained in Local Government Code Chapter 211 and the City's public hearing notice requirements, 29 notices were mailed to property owners within 200 feet of the request. Staff has received one (1) letter of opposition, and one (1) letter of support for the proposed SUP.

Chair Johnson and Commissioner Underwood inquired about how the applicant had operated an auto repair shop without a Certificate of Occupancy (CO) for ten years. Planner Ensley explained that the Building & Community Services Department received a CO application in April 2026, at which time staff identified that no valid CO existed for the property's use. Mr. Robertson added that Code Enforcement received a report of a potential violation in late March or early April, leading to the discovery.

Vice Chair Bridges asked if the tenant had been a good neighbor. Mr. Robertson responded that Code Enforcement investigated the property following a parking-related complaint from a neighbor.

Jose Castillo, applicant, 407 West Franklin, Waxahachie, Texas, provided background on the business. Mr. Castillo stated that in 2016, he initially leased the property to store personal and friends' vehicles and ATVs. As space opened up, he began repairing vehicles for family members. He noted he has experienced no issues with neighbors during his tenancy.

Deborah McCratik, 1207 West Main Street, Waxahachie, Texas, stated there may be a language barrier for Mr. Castillo, but noted he operates as an auto repair shop and has collected a petition of supporting neighbors. Mr. Robertson noted that staff had not yet received or reviewed the petition to verify if it met state law requirements for official petitions. Ms. McCratik provided a copy of the petition to Mr. Robertson for review.

Chair Johnson opened the public hearing at 7:33 p.m.

No one signed up to speak on the item; therefore, Chair Johnson closed the public hearing at 7:33 p.m.

12. Consider approval of ZDC-57-2026

Action:

Ryan Simpson moved to recommend approval of ZDC-57-2026, a Specific Use Permit (SUP) for a Major Auto Repair Shop use, subject to the conditions of the staff report. Motion was seconded by Twyla U. Williams and carried unanimously (6-0).

13. Public Hearing on a request by Melvin Barnes, for a Specific Use Permit (SUP) for an Accessory Dwelling Unit use within a Single Family-2 zoning district located at 732 N. Gibson St (Property ID 174210) - Owner: William T. Marth & Susan Marth (ZDC-4-2026)

Mr. Ensley presented the Item and applicant Melvin Barnes requested approval. The applicant is requesting a SUP to allow for an Accessory Dwelling Unit (ADU) of 2,858 square feet that will be attached to the existing 1,292 square foot single-family residence, totaling 4,150 square feet in area. The ADU also consists of an attached garage to be included in the proposed square footage of 2,858 square feet. The Waxahachie Zoning Ordinance requires approval of a SUP to allow for an ADU use within a Single Family-2 (SF-2) zoning district. The proposed ADU is located to the rear of the primary structure at the subject property and meets the minimum setback requirements for an accessory structure within the Infill Overlay District. The proposed garage is located to the rear of the addition, which will be accessible by a concrete drive facing the alley behind the subject property. The proposed ADU will include one (1) bedroom, one (1) bathroom, a washer/dryer connection, a full kitchen, and an open living area. Access doors to the ADU will be available from the northwest side of the property.

The applicant has indicated that the project may be completed in phases. If constructed in phases, the proposed approach could result in the accessory dwelling unit (ADU) being detached from the primary structure for a period of time. Additionally, the subject property consists of two separately platted lots. Based on the current lot configuration and the proposed location of the ADU, the structure would cross an existing property line. As a result, a replat will be required before a building permit can be issued.

To comply with State law contained in Local Government Code Chapter 211 and the City's public hearing notice requirements, 20 notices were mailed to property owners within 200 feet of the request. Staff has received one (1) letter of opposition and one (1) letter of support for the proposed SUP.

Property owner William Marth and applicant Mr. Barnes were in attendance. Mr. Barnes stated he was present to assist and support his client through the SUP approval process. He explained that the primary goal is to complete the ADU so that Mr. Marth's mother can move in before beginning interior work on the primary structure. However, due to the timeline of the SUP approval process, Mr. Barnes noted that construction of the ADU and the interior remodel of the primary structure may now occur concurrently rather than in phases as originally outlined in the application.

Chair Johnson opened the public hearing at 7:40 p.m.

No one signed up to speak on the item; therefore, Chair Johnson closed the public hearing at 7:40 p.m.

14. Consider approval of ZDC-4-2026

Action:

Jenny Bridges moved to recommend approval of ZDC-4-2026, a Specific Use Permit (SUP) for an Accessory Dwelling Unit, subject to the conditions the staff report. Motion was seconded by Twyla U. Williams and carried unanimously (6-0).

15. Adjourn

There being no further business, the meeting adjourned at 7:41 p.m.

Respectfully submitted,

Oanh Vu, Senior Planner