



CITY OF GRAND PRAIRIE

City Hall
300 W. Main Street
Grand Prairie,
Texas

Meeting Agenda

Planning and Zoning Commission Meeting

Tuesday, September 08, 2026

6:00 PM

City Hall - Briefing Room

BRIEFING SESSION

It is the intent of the Planning and Zoning Commission to be briefed by staff, and that all items on the agenda shall be available or open for discussion during the Briefing Session. The Planning and Zoning Commission may ask applicants and other interested parties for information or presentations. All interested parties are invited to attend. Briefings are taped.

Call to Order

Executive Session

The Planning and Zoning Commission may conduct a closed session, if needed, in accordance with Texas Government Code Section 551.071 "Consultation with Attorney" to discuss legal matters pertaining to agenda items. Any final action will be taken during open session.

Agenda Review

6:30 PM Council Chambers

REGULAR MEETING

Call to Order

Invocation

Pledge of Allegiance

CITIZEN COMMENTS

Citizens may speak during Citizen Comments for up to five minutes on any item not the agenda by completing and submitting a speaker card.

PUBLIC HEARING CONSENT AGENDA

Items listed on the Public Hearing Consent Agenda are considered to be routine and will be approved by one motion and one vote. There will be no separate discussion of the Public Hearing Consent Agenda items unless requested. If discussion is desired on an item, it will be considered separately. The Commission may ask questions of those present on an item from the Public Hearing Consent Agenda.

- [1.](#) Approval of Minutes of the August 25, 2026, P&Z meeting

PUBLIC HEARING POSTPONEMENT, RECESS, CONTINUATIONS

In accordance with Section 1.11.5.6 of the Unified Development Code (UDC) a public hearing for which notice has been given may be postponed by announcing the postponement at or after the time and place the hearing is scheduled to begin. A public hearing may be recessed and continued any time after the hearing has commenced. Section 1.11.5.6.C of the UDC states if a postponement or continuance of a public hearing is to a specific date and time no later than 60 days from the first or most recent hearing, the announcement of the postponement or continuance at the public hearing in which the application has been postponed or continued by the Planning and Zoning Commission shall be sufficient notice and no additional notice is required. However, the Planning and Zoning Commission may direct staff to re-notify postponed or continued applications for which public hearings have not yet commenced.

- [2.](#) SUP-26-07-0016 - Specific Use Permit/Site Plan - Dutch Bros at 2380 W Camp Wisdom (City Council District 6). Specific Use Permit and Site Plan for a restaurant with a drive-through on 1.3 acres. Lot 6, Block 1, Victory at Lakeridge Addition, City of Grand Prairie, Tarrant County, Texas, zoned Planned Development-283 District, within the Lake Ridge Corridor Overlay District, and addressed as 2380 W Camp Wisdom Rd

PUBLIC HEARING

Members of the public may address the Commission on items listed on the agenda under Public Hearing Items. Persons wishing to address the Commission must first complete a request to speak card. A person may also use the request to speak card to indicate his or her support or opposition to a case without speaking. Cards may be picked up at the desk by the entrance to the City Council Chambers and may be deposited at the desk or given to a staff member. Speaking time is generally limited to five minutes per speaker. Per the by-laws of the Planning and Zoning Commission, the applicant and those favoring the request shall have a maximum of 30 minutes, including rebuttal, to present their arguments for the request. Those in opposition to a request shall have a maximum of 30 minutes to present their arguments against the request. When a large group is present, it is encouraged that representatives be appointed to speak for the group so that redundant testimony is minimized. Commissioners may have questions of those speaking at the public hearing. The time used to answer the Commission's questions will not be deducted from the allotted 30 minutes. These rules may be temporarily suspended, in whole or in part, by a unanimous vote of the Commission.

- [3.](#) SUP-26-07-0017 - Specific Use Permit - Peaceful Pet Cremation (City Council District 1). Specific Use Permit for Crematorium in a commercial lease space on 2.77 acres. Lot 2R, Block D, Cox and Hines Addition, City of Grand Prairie, Tarrant County, Texas, zoned Light Industrial (LI), and addressed as 520 S Great Southwest Pkwy, Suite 160
- [4.](#) SUP-26-08-0019 - Specific Use Permit - Texstar Auto at 3317 E Jefferson (City Council District 5). Specific Use Permit for Auto Dealer (Non-Franchise Used) Use at an existing used auto sales lot on 0.72 acres. Tracts 16 & 17, William C. May Survey, Abstract No. 891, City of Grand Prairie, Dallas County, Texas, zoned Heavy Industrial (HI), and addressed as 3317 E Jefferson St and 315 West Ave
- [5.](#) SUP-26-07-0018 - Specific Use Permit - Registered Group Home at 4544 Friars Lane (City Council District 2). Specific Use Permit for a Registered Group Home on 0.19 acres. Lot 7, Block 11, Castleridge at Westchester Phase 3, City of Grand Prairie, Dallas County, Texas, zoned Planned Development-136 (PD-136) District, and addressed as 4544 Friars Ln

ADJOURNMENT

The City Hall is wheelchair accessible. If you plan to attend this public meeting and you have a disability that requires special arrangements, please call 972-237-8255 at least 24 hours in advance. Reasonable accommodations will be made to assist your needs.

MESSAGE OF RELIGIOUS WELCOME

As many of you are aware, we customarily begin our meetings with an invocation. This prayer is intended for the benefit of the board members and is directed to them and not the audience. Those who deliver the invocation may reference their own religious faith as you might refer to yours when offering a prayer. We wish to emphasize, however, that members of all religious faiths are welcome, not only in these meetings, but in our community as well. The participation of all our citizens in the process of self-government will help our fine city best serve the good people who live here. Employees and audience members are welcome to pray or not pray, and this choice will have no bearing on any vote made by the board.

Certification

In accordance with Chapter 551, Subchapter C of the Government Code, V.T.C.A, the Planning and Zoning Commission agenda was prepared and posted September 1, 2026.



Monica Espinoza, Planning Secretary



CITY OF GRAND PRAIRIE COMMUNICATION

MEETING DATE: 09/08/2026

REQUESTER: Monica Espinoza, Administrative Supervisor

PRESENTER: Savannah Ware, AICP, Planning Assistant Director

TITLE: Approval of Minutes of the August 25, 2026, P&Z meeting

RECOMMENDED ACTION: Approve



CITY OF GRAND PRAIRIE

City Hall
300 W. Main Street
Grand Prairie,
Texas

Meeting Minutes

Planning and Zoning Commission Meeting

Tuesday, August 25, 2026

6:00 PM

City Hall - Council Chambers,
300 W. Main Street

BRIEFING SESSION

Chairperson Fedorko called the Briefing meeting to order at 6:00 p.m.

Call to Order

PRESENT

Chairperson John Fedorko
Vice- Chairperson Frank Gonzalez
Commissioner Tai Jones-Chapman
Commissioner Janie Mendez-Adhikari
Commissioner Cheryl Smith
Commissioner Marketta Nimo (*entered meeting at 6:09 p.m.*)
Commissioner Micah Lockhart

ABSENT

Commissioner Malcom Chakery
Commissioner Kenneth Presley Jr.

Executive Session

There was no closed session.

Agenda Review

Staff briefed the Commissioners on the cases included on the agenda.

Chairperson Fedorko recessed the Briefing Session at 6:33 p.m. for the Commission to reconvene at the Regular Meeting at 6:40 p.m.

6:30 PM Council Chambers

REGULAR MEETING

Chairperson Fedorko called the meeting to order at 6:41 p.m.

Call to Order

PRESENT

Chairperson John Fedorko

Vice- Chairperson Frank Gonzalez
 Commissioner Tai Jones-Chapman
 Commissioner Janie Mendez-Adhikari
 Commissioner Cheryl Smith
 Commissioner Marketta Nimo
 Commissioner Micah Lockhart

ABSENT

Commissioner Malcom Chakery
 Commissioner Kenneth Presley Jr.

Commissioner Chapman led the Invocation.

Commissioner Gonzalez led the Pledge of Allegiance to the US Flag and Texas Flag.

CITIZEN COMMENTS

There were no citizen comments.

PUBLIC HEARING CONSENT AGENDA

1. Approval of Minutes of the August 11, 2026, P&Z meeting

Motion made by Commissioner Gonzalez, Seconded by Commissioner Chapman, to close the public hearing and approve item one. The motion carried unanimously.

PUBLIC HEARING

2. SUP-26-07-0017 - Specific Use Permit - Peaceful Pet Cremation (City Council District 1). Specific Use Permit for Crematorium in a commercial lease space on 2.77 acres. Lot 2R, Block D, Cox and Hines Addition, City of Grand Prairie, Tarrant County, Texas, zoned Light Industrial (LI), and addressed as 520 S Great Southwest Pkwy, Suite 160

Planner Hina Siddiqui presented the case report and gave a power point presentation. She stated that the applicant intends to operate a pet Crematorium in an existing 9,000 sq. ft. commercial lease space located at 520 S Great Southwest Pkwy, Suite 160. A Crematorium requires a Specific Use Permit in Light Industrial zoning district. The purpose of the Specific Use Permit (SUP) process is to identify and evaluate those uses which might be appropriate within the zoning district and surrounding land uses. When assessing the SUP request, City Council can impose any necessary conditions and restrictions to mitigate impacts upon the surrounding area.

Should the Planning and Zoning Commission recommend approval of this request, staff recommends the following conditions:

1. Operations shall adhere to Exhibit B – Operational Plan.

Mrs. Siddiqui stated that she received an email from the applicant indicating that he would be unable to attend the meeting due to an emergency. Commissioner Gonzalez asked how the

wastewater generated during the cremation process would be disposed of. Mrs. Siddiqui stated that the PHEQ (Public Health & Environmental Quality) department is part of the review process and that the applicant's operations would be verified by the department. She also provided the Commission with comments from PHEQ. The Commission had several questions that Planning staff were unable to answer. Commissioner Smith expressed disappointment that the applicant was not present to address the Commission's questions and suggested to table the case.

Motion made by Chairperson Fedorko, Seconded by Commissioner Smith, to close the public hearing and table item two to the next P&Z meeting of 09/08/2026. The motion carried unanimously.

3. SUP-26-06-0015 - Specific Use Permit/Site Plan - Large Retail w/ Gas Sales (City Council District 4). Specific Use Permit and Site Plan for a Large Retail with Gas Sales featuring a Drive-Through Pharmacy and a Convenience Store on 8.87 acres. A portion of Tract 1B13, out of James W. Brannon Survey, Abstract No. 156, and a portion of Lot 1R-1, Block 1, Lake Parks Retail Addition, City of Grand Prairie, Tarrant County, Texas, zoned PD-267A, within the Lake Ridge Corridor Overlay District, and addressed as 5201 & 5325 Lake Ridge Pkwy

Senior Planner June Sin presented the case report and gave a power point presentation. She stated that the applicant proposes to construct a 50,073-square-foot grocery store with gas sales on 1.87 acres. The development includes a drive-through pharmacy and a convenience store with eight gas pumps located beneath a canopy. The proposed uses require approval of a Specific Use Permit (SUP). The purpose of the SUP process is to identify and evaluate those uses which might be appropriate within the zoning district and surrounding land uses. When assessing the SUP request, City Council can impose any necessary conditions and restrictions to mitigate impacts upon the surrounding area. Development within a Planned Development District or Corridor Overlay District requires Site Plan approval. The purpose of the Site Plan review is to ensure compliance with the requirements of the Unified Development Code (UDC).

The applicant is requesting the following variances:

1. *Number of Parking Spaces – Variance to the maximum allowed parking spaces of 189 to allow 273 parking spaces.*
2. *Landscape Buffer – Variance to reduce the 30-foot landscape buffer to a variable-width buffer, ranging from 17 feet to 30 feet.*
3. *Street Trees – Variance to the requirement that 13 street trees shall be planted to allow three street trees to be planted along the street.*
4. *Overall Windows – Variance to the requirement that windows account for 50% of the length of all facades to allow the grocery store to be constructed with windows that account for 11% of all facades and the convenience store with 11% of all facades.*
5. *Windows on Primary Facades – Variance to the requirement that windows account for 30% of the east facades to allow the grocery store to be constructed with 7% windows on the east facade, and the convenience store with 19% on the southeast facade.*

6. *Overall Canopy – Variance to the requirement that canopies account for 25% of the length of all facades to allow the retail store to be constructed with canopies that account for 12 % and for the convenience store with 15% of all facades.*

Should the Planning and Zoning Commission recommend approval of this request, staff recommends the following conditions:

1. *A traffic signal at the intersection of Lake Ridge Parkway and Blanco Drive, or other traffic improvements determined necessary by the Transportation and Mobility Services Department to address traffic impacts associated with the development, shall be designed in accordance with City standards and shall be constructed by the developer, as required and approved by the Transportation and Mobility Services Department.*
2. *The location and configuration of access easements shall be subject to review and approval by the Transportation and Mobility Services Department. The applicant shall make any modifications to the access easements determined necessary by the Transportation and Mobility Services Department to address traffic circulation and safety.*
3. *Additional landscaping shall be provided as a compensatory measure to enhance the primary entrance to the overall development. Providing additional trees along the main access drive from Blanco Drive, including the portion of the access drive extending past the convenience store, would help establish a more defined and visually prominent entrance and create a ceremonial driveway. Although the existing water line may limit the feasibility of planting trees within the required landscape buffer, alternative landscaping techniques, including xeriscaping and the incorporation of additional shrubs and plantings, may provide opportunities to enhance the entrance while accommodating existing utilities.*

Commissioner Smith expressed concern about the number of variances being requested. Ms. Sin explained. Commissioner Nimo asked staff to clarify delivery truck entry. Transportation Planner Brett Huntsman clarified that his assumption was that delivery trucks would approach from SH 360 traveling eastbound on Camp Wisdom Road and use the deceleration lane to enter the property from the north. Owner - Charlie Anderson, 4801 W. Lovers Ln Dallas TX., stepped forward in support of the request. He spoke about his vision for the property when he purchased it 25 years ago and explained why he believes the proposed development represents the best use for the land. Spokesperson - Ivan Jaime, 16503 Nacogdoches Rd San Antonio TX., stepped forward representing the case and gave a power point presentation. He stated this project is a \$30 million investment and would employ 100+ employees. He spoke about their focus on technology, innovation and convenience for the customer and the store would operate from 7 a.m. to 11p.m. Carolyn Koch from Kimberly-Horn, 6160 Warren Pkwy Frisco TX., stepped forward, also representing the case and continued the presentation addressing the design of the building and traffic assessments. Commissioner Smith noted that there are already two Walmart centers in close proximity and asked whether the plan would involve closing one of the existing stores to make way for the proposed location. Ms. Koch clarified that there are no plans to close any of the existing Walmart centers. Chairperson Fedorko asked whether any of the proposed operations would run 24 hours. Ms. Koch stated the fuel

pumps will run 24/7 but the convenience store would follow the store hours 7 a.m. to 11 a.m. Chairperson Fedorko noted that other Walmart locations have a policy where they welcome campers to stay in their parking lots overnight and asked whether this would be permitted at this proposed location. Mr. Jaime stated that they permit campers to stay for a few hours to eat and rest; however, some may overstay their welcome. He noted that most cities have ordinances in place to help regulate these situations should they arise. Commissioner Chapman noted that during Prairie Lights and Fourth of July, Lake Ridge Pkwy experiences significant traffic congestion and becomes extremely chaotic. She suggested that the applicant obtains traffic counts during those peak times of the year. Dean Straka, 2800 Epping Way Celina TX., noted his support for this request and available for questions.

Latrice Hayes, 2439 Blanco Dr Grand Prairie TX., spoke in opposition to the request. She expressed strong concerns about the proposed Walmart being located near her home citing potential traffic impacts as a primary concern. She also raised concerns about the bus stop on Blanco Dr. and the safety of the children in the neighborhood. She requested that the record reflect that there are not nine lanes on either Lake Ridge Pkwy or Camp Wisdom Rd and that the area is not located in a food desert. Leslie K. May, 1116 Badbury Ln Grand Prairie TX., spoke in opposition to the request. She stated that one of her primary complaints about Walmart is the amount of trash that is consistently present throughout the parking lot and the lack of trash bins. Sean Sparkman, 7219 Neblina Dr Grand Prairie TX., spoke in opposition to the request. He identified three major concerns; public safety, non-functioning parking lot lights, and potential decrease in household income. Rebekah Currier, 5532 Lavaca Rd Grand Prairie TX., spoke in opposition to the request. She expressed similar concerns regarding traffic and noted the presence of other similar existing businesses in the area. Vanessa Baker, 5860 Sunny Meadow Ln Grand Prairie TX., spoke in opposition to the request. She stated concerns about the potential crime in the area as a result of the proposed development. Dr. Carolyn Wicker, 5412 Childress Dr Grand Prairie TX., spoke in opposition to the request. She stated that the proposed Walmart does not fit naturally within the surrounding area. She pointed out the number of variances being requested and expressed concern that, if approved, they could set a precedent for future developments. She also noted approximately 70 percent of the City's parks are located north of Interstate 20 while only 10 are located in south Grand Prairie and expressed desire to see more parks in the southern portion of the city.

The following individuals didn't speak during the public hearing but noted their opposition to the request:

- Jessica Roachford, 2818 Hammond Dr
- Rebecca Jones, 2331 San Augustine
- Kamish Bhai, 7402 Lake Ridge Pkwy
- Michael Enriquez, 4329 Coventry Dr
- Madeline Wilson, 4679 Sarum Ct
- Rochelle Williams, 2731 Ferdinand St (speaker card turned in late)

Chairperson Fedorko thanked everyone for attending and expressing their concerns. He reminded the public that the Planning and Zoning Commission is an advisory commission and encouraged them to attend the City Council meeting to voice their concerns again.

Commissioners discussed zoning rights currently applicable to the property and the potential advantages and disadvantages of the proposed development in this area.

Motion made by Commissioner Smith, Seconded by Commissioner Gonzalez to close the public hearing and deny item three. The motion carried unanimously.

4. TAM-26-08-0002 - Text Amendment - Article 4: Permissible Uses, Article 11: Performance Standards, and Article 30: Definitions. An Ordinance of the City of Grand Prairie, Texas, amending portions of Article 4: Permissible Uses to add Mixed-Use Cigar Lounge as a use allowed by Specific Use Permit (SUP) in the Central Area (CA) District only and to establish specific standards for the Mixed-Use Cigar Lounge use; amending portions of Article 11: Performance Standards to allow on-premise sale and consumption of alcoholic beverages as an accessory use for Museum, Art Gallery, and Bookstore uses within the Central Area (CA) and Planned Development-443 (PD-443) Districts by Specific Use Permit and with certain conditions and to allow on-premise sale and consumption of alcoholic beverages as an accessory use for Mixed-Use Cigar Lounges within the Central Area (CA) District with certain conditions; and amending portions of Article 30: Definitions to define Museum, Art Gallery, Bookstore, and Mixed-Use Cigar Lounge; Repealing all Ordinances or Parts of Ordinances in Conflict Herewith; Containing a Savings Clause and a Severability Clause; Containing a Penalty Clause, and Establishing an Effective Date

Planning and Development Assistant Director Savannah Ware presented the case report and gave a power point presentation. She stated that the proposed text amendment modifies the Unified Development Code (UDC) to allow alcohol sales for on-premise consumption as an accessory use for certain uses in the Central Area (CA) and PD-443 zoning districts with approval of a Specific Use Permit (SUP) and adds Mixed-Use Cigar Lounge as a use allowed in the CA zoning district only with approval of a SUP. The proposed changes are summarized below. The complete proposed changes are available in Exhibit A – UDC Changes.

Article 4: Permissible Uses

- *Add Section 23 – Mixed-Use Cigar Lounges for development standards specific to Mixed-Use Cigar Lounges.*
- *Renumber Section 23 – Use Charts to Section 24 – Use Charts.*
- *Add Mixed-Use Cigar Lounges as a use allowed with approval of a SUP in the CA zoning district.*

Article 11: Performance Standards

- *Allow on-premise sale and consumption of alcoholic beverages as an accessory use to a Museum, Art Gallery, or Bookstore in the CA and PD-443 zoning districts with approval of a SUP and with certain conditions met.*
- *Allow on-premise sale and consumption of alcoholic beverages as an accessory use to a Mixed-Use Cigar Lounge provided certain conditions are met.*

Article 30: Definitions

- *Add definitions for Art Gallery, Mixed-Use Cigar Lounge, Museum, and Bookstore.*

Reace Smith, 1405 E Tarrant Rd Grand Prairie TX., stepped forward in support of the request.

Motion made by Commissioner Smith, Seconded by Commissioner Adhikari to close the public hearing and approve item four with the amended language. The motion carried unanimously.

ADJOURNMENT

Chairperson Fedorko moved to adjourn the meeting. The meeting adjourned at 8:52 p.m.

John Fedorko, Chairperson

ATTEST:

Tai Chapman, Secretary



CITY OF GRAND PRAIRIE COMMUNICATION

MEETING DATE: 09/08/2026

REQUESTER: Monica Espinoza, Administrative Supervisor

PRESENTER: Hina Siddiqui, Planner

TITLE: SUP-26-07-0016 - Specific Use Permit/Site Plan - Dutch Bros at 2380 W Camp Wisdom (City Council District 6). Specific Use Permit and Site Plan for a restaurant with a drive-through on 1.3 acres. Lot 6, Block 1, Victory at Lakeridge Addition, City of Grand Prairie, Tarrant County, Texas, zoned Planned Development-283 District, within the Lake Ridge Corridor Overlay District, and addressed as 2380 W Camp Wisdom Rd

APPLICANT: Larae Tucker, Deaco Group LLC

RECOMMENDED ACTION: Table indefinitely due to site plan redesign.

Staff is requesting to table this item indefinitely while the applicant redesigns their site plan. Once the applicant is ready to move forward with the request, this item will be noticed and placed on a Planning and Zoning Commission meeting agenda.



CITY OF GRAND PRAIRIE COMMUNICATION

MEETING DATE: 09/08/2026

PRESENTER: Hina Siddiqui, Planner

TITLE: SUP-26-07-0017 - Specific Use Permit - Peaceful Pet Cremation (City Council District 1). Specific Use Permit for Crematorium in a commercial lease space on 2.77 acres. Lot 2R, Block D, Cox and Hines Addition, City of Grand Prairie, Tarrant County, Texas, zoned Light Industrial (LI), and addressed as 520 S Great Southwest Pkwy, Suite 160

APPLICANT: Nathan Paek, Peaceful Pets

REQUESTED ACTION: Consider the request for a Specific Use Permit for a Crematorium.

SUMMARY:

Specific Use Permit for Crematorium in a commercial lease space on 2.77 acres. Lot 2R, Block D, Cox and Hines Addition, City of Grand Prairie, Tarrant County, Texas, zoned Light Industrial (LI), and addressed as 520 S Great Southwest Pkwy, Suite 160.

PURPOSE OF REQUEST:

The applicant intends to operate a pet Crematorium in an existing 9,000 sq. ft. commercial lease space located at 520 S Great Southwest Pkwy, Suite 160. A Crematorium requires a Specific Use Permit in Light Industrial zoning district.

The purpose of the Specific Use Permit (SUP) process is to identify and evaluate those uses which might be appropriate within the zoning district and surrounding land uses. When assessing the SUP request, City Council can impose any necessary conditions and restrictions to mitigate impacts upon the surrounding area.

ADJACENT LAND USES:

The following table summarizes the zoning designation and existing use for the surrounding properties.

Table 1. Zoning and Land Use

Direction	Zoning	Existing Use
North	Commercial Office (CO) District	Cell Tower/Undeveloped
South	Hospital (HD) District	Undeveloped
West	Light Industrial (LI) District	Commercial Lease Spaces

East	Commercial Office (CO) District	Ryder Truck Rental, Motel
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PROPOSED USE CHARACTERISTICS AND FUNCTION:

The applicant, Peaceful Pets, intends to operate a specialized pet aftercare facility in an existing 9,000 sq. ft. commercial lease space utilizing alkaline hydrolysis (aquamation), a water-based alternative to traditional flame cremation. The primary function of the facility involves receiving, temporary cold holding, water-based processing, and packaging of deceased companion animals for return to owners or veterinary clinics. The facility functions strictly as a low-intensity, specialized professional service and aftercare provider; no live animals are housed, treated, or boarded on-site. Furthermore, the use does not include public assembly, funeral, viewing, visitation, or memorial services.

General office hours and facility operations are scheduled for Monday through Sunday, from 8:00 AM to 4:00 PM. No public access is permitted outside of these normal office hours, except by appointment. Aquamation equipment operations primarily occur during normal business hours, with occasional extended operation running beyond 4:00 PM as needed to complete an active processing cycle.

The facility will operate with approximately eight (8) full-time employees. Staff responsibilities include:

- Customer service, consultations, payment processing, and scheduling.
- Intake, individual identification, and documentation of pets.
- Execution of aquamation operations and processing of remains.
- Packaging and return of cremated remains to owners or veterinary clinics.
- Daily cleaning, sanitation, and routine housekeeping.
- General administrative duties, record retention, and regulatory compliance reporting.

The facility anticipates handling approximately 70 pets per week, though actual volume will vary based on customer demand. Operations are managed through scheduled workflows and appointments, with little unscheduled walk-in traffic anticipated beyond occasional general inquiries.

Deceased companion animals arrive at the facility either directly via pet owners or through coordinated transport services from local veterinary clinics. All animals are received individually, documented, and tracked through every stage of the process using established chain-of-identification procedures. Traffic generation is minimal as customer visits are brief and limited to administrative intake, drop-off, or pickup of remains. In the event incoming volume temporarily exceeds daily processing capacity or arrivals occur after hours, remains are stored in a dedicated, temperature-controlled indoor refrigeration unit. Long-term storage of remains does not occur on-site.

Once received on-site, aquamation operations follow a structured sequence: positive identification, completion of required documentation, respectful preparation, execution of the aquamation cycle, processing of remaining bone fragments, packaging of ashes, and coordinated return to the owner or veterinary clinic.

Unlike conventional flame cremation facilities, the proposed alkaline hydrolysis process produces no combustion byproducts like smoke or gases, produces zero mercury pollution, and produces lower CO₂ emissions than flame cremation. Routine operations generate minimal external noise or environmental nuisances. Primary utility impacts are limited to domestic water consumption and commercial wastewater discharge.

The resulting discharge contains no hazardous waste, and the process fully inactivates pathogens, which are verified through independent testing and peer-reviewed studies. The applicant intends to coordinate with municipal pretreatment programs to meet or exceed discharge requirements and maintain transparent compliance reporting. All safety and housekeeping measures will adhere to Occupational Safety and Health Administration (OSHA) standards and environmental regulations.

ZONING REQUIREMENTS:

Parking Requirements

The applicant proposes to occupy a 9,000 sq. ft. lease space, with approximately 2,000 sq. ft. dedicated to customer-facing office functions and administrative intake. The subject suite is located within a multi-tenant building utilizing a shared parking lot that serves all tenants across the development and provides sufficient parking to support the proposed use.

PUBLIC NOTICE:

Staff published legal notice of this item in the Fort Worth Star Telegram and mailed letters to 11 surrounding property owners. As of the writing of this memo, staff received the following letters:

- In Support: None
- In Opposition: One

ANALYSIS:

Staff evaluated the proposal using a framework that considers adopted plans and policies, surrounding land use context, development patterns and trends, and the specific characteristics of the proposed development. This analysis is intended to provide decision-makers with a consistent assessment of how the request relates to the City's adopted policies, existing conditions, and potential development impacts.

Does the proposal advance the City's vision?

- The Comprehensive Plan's Future Land Use Map (FLUM) designates this area as Light Industrial. The proposed use is consistent with the FLUM.
- The proposed pet aftercare and aquamation facility functions as a low-intensity specialized commercial/service use within an industrial framework, making it consistent with the intended character of the Light Industrial district.
- The project advances the Sustainable Community goal to encourage resource conservation and renewable energy on page 51 of the 2018 Comprehensive Plan. By introducing an eco-conscious aquamation process that eliminates combustion, produces zero airborne emissions, and operates with high energy efficiency, the business directly supports environmental resource conservation within the city.

Is the proposal compatible with its surroundings?

- The project aligns with established commercial and industrial patterns in the corridor. Operating entirely indoors, this use will not conflict with neighboring office, commercial, or hospital districts.

- As a low-traffic, appointment-only operation, the facility provides an effective buffer between Light Industrial uses to the west and Commercial Office and Hospital districts to the north, south, and east.

How does the proposal relate to existing development patterns and area context?

- The proposed use aligns with established commercial and industrial development trends along the corridor.

What development characteristics of the proposal should be considered?

- Unlike traditional cremation or heavy industrial uses, the proposed water-based process operates entirely indoors with zero combustion or airborne emissions, no smoke or gases, and minimal external noise.
- The appointment-only operational model generates minimal site traffic.

CONSIDERATIONS FOR APPROVAL:

Should the Planning and Zoning Commission recommend approval of this request, staff recommends the following conditions:

1. Operations shall adhere to Exhibit B – Operational Plan. If the method of disposition changes to traditional cremation in the future, a SUP amendment shall be required.

ATTACHMENTS / SUPPORTING DOCUMENTS:

1. Exhibit A – Boundary Description
2. Exhibit B – Operational Plan
3. Attachment i – Written Opposition



City of Grand Prairie
Planning and Development

(972) 237-8255

www.gptx.org



Location

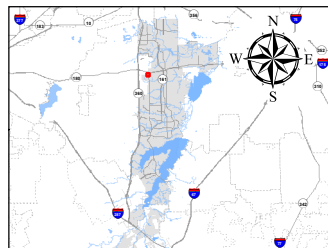


Street Center Line



Parcels

The City of Grand Prairie has prepared maps for departmental use. These are not official maps of the City of Grand Prairie and should not be used for legal, engineering, or surveying purposes but rather for reference. These maps are the property of the City of Grand Prairie and have been made available to public based on the Public Information Act. The City of Grand Prairie make every effort to produce and publish the most current and accurate information possible. No warranties, expressed or implied, are provided for the data herein, its use, or its interpretation. Utilization of this map indicates understanding and acceptance of this statement.

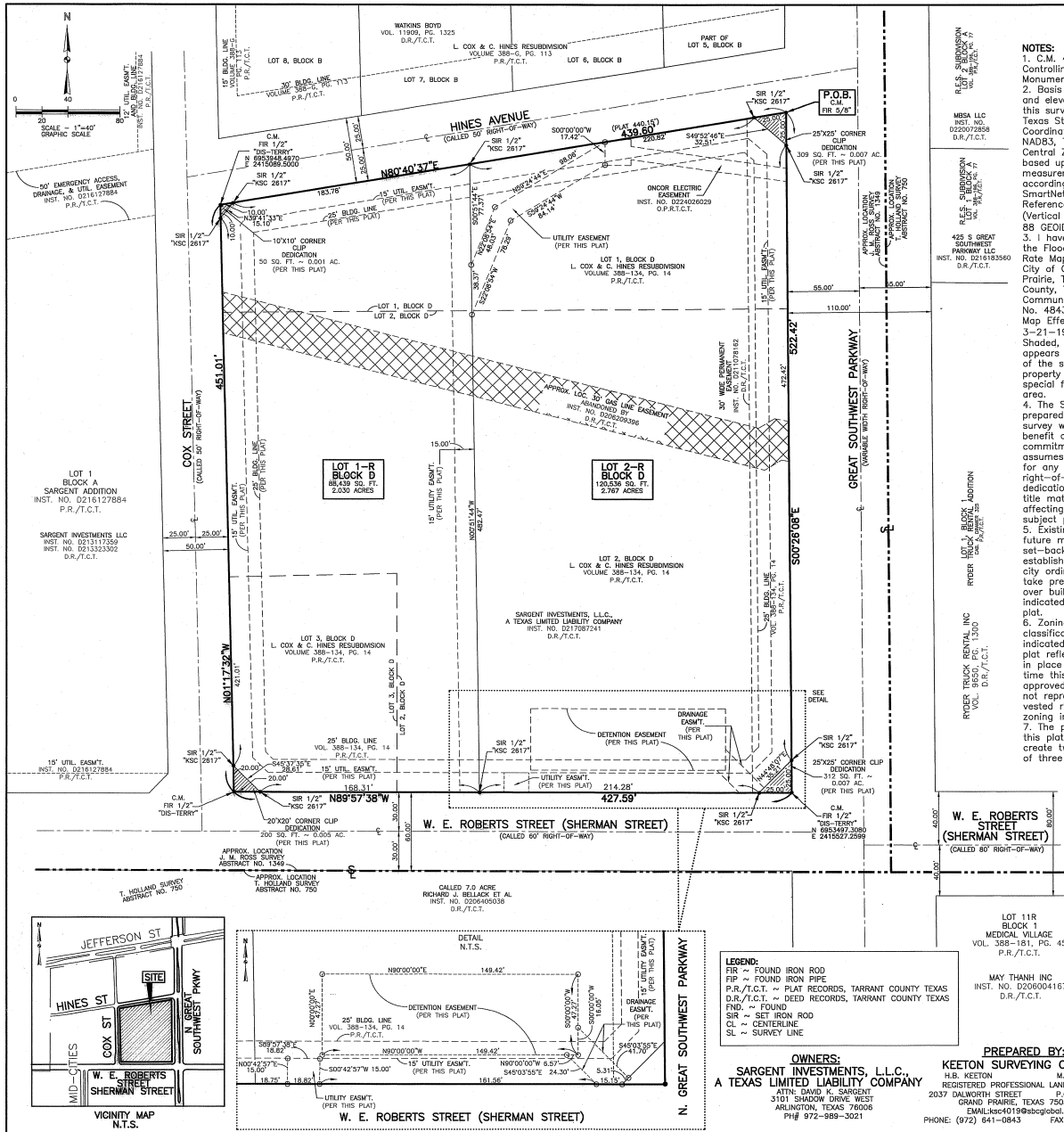


0 0.05 Miles

Grand
Prairie
TEXAS

PLANNING
Date: 7/22/2026

D224110895



NOTES:
1. C.M. ~ Denotes Controlling Monuments.
2. Basis of bearing and elevation for this survey is the Texas State Plane Coordinate System, NAD83, Texas North Central Zone, 4202, based upon GPS measurements, according to the SmartNet GPS Reference Network, (Vertical datum NAVD 88 GEOID 12-B)
3. I have examined the Flood Insurance Rate Map for the City of Grand Prairie, Tarrant County, Texas, Community Panel No. 48439C0360L, Map Effective Date: 3-21-19, Zone "X" Shaded, and it appears that part of the subject property lies in a special flood hazard area.
4. The Surveyor prepared this survey without the benefit of a title commitment and assumes no liability for any easements, right-of-way dedications or other title matters affecting the subject property.
5. Existing or future minimum set-backs established by the city ordinance shall take precedence over building lines indicated on this plat.
6. Zoning classification indicated on this plat reflects zoning in place at the time this plat was approved and do not represent a vested right to the zoning indicated.
7. The purpose of this plat is to create two lots out of three lots.

DEDICATION:

STATE OF TEXAS:
COUNTY OF TARRANT:

NOW, THEREFORE, KNOW ALL MEN BY THESE PRESENTS:

THAT SARGENT INVESTMENTS, L.L.C., A Texas Limited Liability Company, acting by and through the undersigned it's duly authorized agent, does hereby adopt this plat designating the hereon above described property as **LOT 1-R AND LOT 2-R BLOCK D, L. COX & C. HINES RESUBDIVISION**, on addition to the City of Grand Prairie, Texas and does hereby dedicate to the City of Grand Prairie in fee simple forever, the streets, alleys and storm water conveyance areas shown thereon. The easements shown thereon are hereby dedicated and reserved for the purposes as indicated. The utility, access, GPS monuments and fire lane easements shall be open to the public and private utilities for each particular use. The maintenance of paving on the utility, access and fire lane easements is the responsibility of the property owner. No buildings or other improvements, including fences, shall be permitted in an erosion hazard easement. No buildings or other improvements or growths, except fences, vegetation, driveways, and sidewalks less than 6 feet in width shall be constructed or placed upon, over or across the easements as shown except as permitted by City Ordinances. No improvements that may obstruct the flow of water may be constructed or placed in drainage easements or stormwater management area. Any public utility shall have the right to remove and keep removed all or parts of the encroachments allowed above which in any way endanger or interfere with the construction, maintenance or efficiency of its respective system on the easements, and all public utilities shall at all times have the full right of ingress and egress to or from and upon the said easements for the purpose of constructing, reconstructing, inspecting, patrolling, maintaining and adding to or removing all or parts of its respective systems without the necessity at any time of procuring the permission of anyone. Any public utility shall have the right of ingress and egress to private property for the purpose of reading meters and any maintenance and service required or ordinarily performed by that utility.

This plat approved subject to all plotting ordinances, rules, regulations and resolutions of the City of Grand Prairie, Texas.

Witness my hand at Tarrant County Texas this 29 day of March, 2024.

DAVID K. SARGENT
(Owner)

ACKNOWLEDGMENTS:

STATE OF TEXAS:
COUNTY OF TARRANT:

Before me the undersigned authority, a Notary Public, on this day personally appeared DAVID K. SARGENT, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed and in the capacity therein stated.

Given under my hand and seal of office on the 29 day of March, 2024.

NOTARY PUBLIC:
My Commission Expires 5/29/27

ACKNOWLEDGMENTS:

STATE OF TEXAS:
COUNTY OF TARRANT:

Before me the undersigned authority, a Notary Public, on this day personally appeared KURTIS R. WEBB, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed and in the capacity therein stated.

Given under my hand and seal of office on the 29 day of March, 2024.

NOTARY PUBLIC:
My Commission Expires 7/22/24

OWNERS CERTIFICATE:

STATE OF TEXAS:
COUNTY OF TARRANT:

WHEREAS, SARGENT INVESTMENTS, L.L.C., A TEXAS LIMITED LIABILITY COMPANY, is the sole owner of a 4.817 acre tract of land in the J. M. Ross Survey, Abstract No. 1349, according to the deed thereof recorded in Inst. No. 0217087241, of the Deed Records of Tarrant County, Texas, said 4.817 acre tract of land being known as all of Lots 1, 2, and 3, Block D, L. COX & C. HINES RESUBDIVISION, in the City of Grand Prairie, Tarrant County, Texas, according to the Plat recorded in 388-134, Page 14, of the Map Records of Tarrant County, Texas, said tract being more particularly described as follows:

BEGINNING at a 5/8 inch iron rod found for the northeast corner of said Lot 1 and in the west line of Great Southwest Parkway (variable width right-of-way) and the south line of Hines Avenue (50' right-of-way);

THENCE S. 00°26'08" E., with the east line of said Lots 1 and 2 and the west line of said Great Southwest Parkway, a distance of 522.42 feet to a 1/2 inch iron rod with cap marked "DIS-Terry" found for the southeast corner of said Lot 2;

THENCE N. 89°57'38" W., with the south line of said Lots 2 and 3, and the north line of said Cox Street (Sherman Street) (60' right-of-way), a distance of 427.59 feet to a 1/2 inch iron rod with cap marked "DIS-Terry" found for the southwest corner of said Lot 3;

THENCE N. 01°17'32" W., with the west line of said Lots 3, 2, and 1 and the east line of said Cox Street, a distance of 439.60 feet to a 1/2 inch iron rod with cap marked "DIS-Terry" found for the northwest corner of said Lot 1;

THENCE N. 80°46'37" E., with the north line of said Lot 1 and the south line of said Hines Avenue, a distance of 439.60 feet to the **POINT OF BEGINNING** and **CONTAINING** 209,846 square feet or 4.817 acres of land, more or less.

SURVEYORS CERTIFICATE:

Know All Men By These Presents:

I, Kurtis R. Webb, a Registered Professional Land Surveyor in the State of Texas, does hereby certify that I have prepared this plat from an actual on the ground survey of the land, and the monuments shown hereon were found and/or placed under my personal supervision in accordance with the rules and regulations of the City Plan Commission of the City of Grand Prairie, Texas.

Kurtis R. Webb
Registered Professional Land Surveyor
Texas Registration No. 4125



DATE: 3/29/2024

THIS PLAT IS HEREBY APPROVED BY THE PLANNING AND ZONING COMMISSION OF THE CITY OF GRAND PRAIRIE, TEXAS, AND THE DEDICATION FILED IN CONNECTION WITH THIS PLAT IS HEREBY APPROVED AND ALL STREETS, ALLEYS AND PUBLIC AREAS SHOWN HEREON ARE HEREBY ACCEPTED ON BEHALF OF THE PUBLIC.

CERTIFIED DIRECTOR OF PLANNING OR DISIGNER

FINAL PLAT
LOT 1-R AND LOT 2-R, BLOCK D
L. COX & C. HINES RESUBDIVISION
CONTAINING 209,846 SQ. FT. OR 4.817 ACRES

AN ADDITION TO
THE CITY OF GRAND PRAIRIE,
TARRANT COUNTY, TEXAS
BEING A REPLAT OF
OF LOTS 1, 2, AND 3
BLOCK D
L. COX & C. HINES RESUBDIVISION
CITY OF GRAND PRAIRIE
TARRANT COUNTY, TEXAS

TWO LOTS
DATE: JANUARY 29, 2021
REVISED: MARCH 05, 2021
REVISED: MARCH 17, 2024
REVISED: MARCH 27, 2024
CASE NO. RP210303

Operational Plan

Peaceful Pets
520 S Great SW Pkwy, #160
Grand Prairie, TX 75051

1. Purpose

This Operational Plan provides an overview of the routine day-to-day activities, customer interactions, staffing, and operational procedures for the proposed alkaline hydrolysis (aquamation) pet cremation facility.

The purpose of this document is to describe how the business will operate during normal conditions and to demonstrate that operations will be conducted in a safe, organized, and professional manner.

2. Hours of Operation

Office Hours

- Monday-Sunday: 8:00 AM-4:00 PM

Operational Hours

- Aquamation equipment may operate during normal business hours, with occasional extended operation if needed to complete an existing cycle.
 - No public access outside normal office hours except by appointment.
-

3. Staffing

The facility is expected to operate with approximately:

- 8 full-time employees

Typical responsibilities include:

- Customer service
 - Intake and identification of pets
 - Aquamation operations
 - Packaging and return of remains
 - Cleaning and routine housekeeping
 - Administrative duties
 - Regulatory recordkeeping
-

4. Expected Throughput

The anticipated operational volume is:

- Approximately 70 pets per week

Actual volume will vary based on customer demand and scheduling.

5. Customer Intake

Pets may arrive through one of the following methods:

- Owners bringing pets directly to the facility.
- Veterinary clinics transporting pets.

All animals are received individually, identified, documented, and tracked throughout the entire process using established chain-of-identification procedures.

6. Appointment Scheduling

Operations are conducted primarily by appointment and scheduled workflow.

Customers coordinate with staff prior to arrival whenever possible to ensure efficient intake and respectful service.

Veterinary clinic deliveries are also coordinated in advance.

The business does not anticipate unscheduled walk-in traffic beyond occasional customer inquiries.

7. Office Operations

Office activities include:

- Customer consultations
- Scheduling
- Intake documentation
- Payment processing
- Coordination with veterinary clinics
- Record retention
- Regulatory documentation
- General administrative activities

Office operations generate minimal traffic and function similarly to a small professional office.

8. Aquamation Operations

Once received:

1. Pet is positively identified.
2. Required documentation is completed.
3. Pet is respectfully prepared for aquamation.
4. Aquamation cycle is performed.
5. Remains are processed.
6. Ashes are packaged.
7. Remains are returned to the owner or veterinary clinic.

Only deceased companion animals are accepted.

No live animals are housed or treated at the facility.

10. Processing Capacity and Temporary Holding

The facility has a finite processing capacity based on the number of aquamation units, their operating cycle times, and the daily operating schedule. Operations are managed through appointments and coordinated scheduling with pet owners and veterinary clinics to maintain an efficient workflow and timely service.

If incoming pets temporarily exceed immediate processing capacity, or if a pet is received after the day's scheduled processing has concluded, the deceased companion animal will be respectfully placed in a designated, temperature-controlled refrigeration unit intended solely for the temporary preservation of remains. This is a standard practice within the pet aftercare industry and ensures that pets are maintained in a dignified and secure manner until the next available aquamation cycle.

The business does not anticipate long-term storage of remains. Temporary holding is used only as needed to accommodate normal scheduling variations, equipment maintenance, or brief fluctuations in daily intake, with the goal of processing each pet as promptly and respectfully as possible.

9. Funeral or Memorial Services

The business **does not provide funeral, memorial, viewing, visitation, or ceremonial services.**

The facility functions solely as a pet aftercare and alkaline hydrolysis service provider.

Customers may briefly enter the office for intake or retrieval of remains, but no public gathering activities are conducted.

10. Public Traffic

Customer traffic is expected to be relatively low and primarily appointment-based.

Most visits involve:

- Pet drop-off
- Pet pickup
- Return of cremated remains
- Administrative transactions

Typical customer visits are brief.

11. Safety and Housekeeping

Operations include:

- Daily cleaning and sanitation
 - Routine equipment inspections
 - Proper wastewater management in accordance with local requirements
 - Compliance with applicable OSHA and environmental regulations
 - Secure handling of records and customer information
-

12. Summary

The proposed facility operates as a low-impact professional service business providing pet aftercare through alkaline hydrolysis. Daily operations consist primarily of scheduled appointments, respectful handling of deceased companion animals, administrative office functions, and operation of aquamation equipment. The business is expected to generate limited customer traffic, minimal noise, and no funeral or public assembly activities.

[Appendices – Supporting Materials]

Appendix A: Alkaline Hydrolysis Process Overview

- **Core Inputs:** Uses **heated water, potassium hydroxide (KOH),** and **time** to biologically break down organic tissue.
- **Chemical Conversion:**
 - Proteins → Amino acids
 - Fats → Biodegradable soap
 - DNA → Base molecules
- **Sterile Output:** End product is **chemically stable, pathogen-free,** and **non-infectious.**
- **Global Validation:** Used and validated in **BSL-3 and BSL-4 laboratories,** veterinary hospitals, and medical centers.
- **Effluent Properties:**
 - Suspended solids: **Average 125 mg/L**
 - Appearance: Clear to mildly tinted, **low turbidity**
- **Environmental Impact:** Zero air emissions, no combustion byproducts, and no odor.

Appendix B: Community and Environmental Benefits Statement

- **Carbon Reduction:** Up to **60% lower CO₂ emissions** than flame cremation.
- **Zero Mercury Emissions:** Avoids mercury pollution from dental fillings.
- **Air Quality:** No visible smoke, particulate matter, or combustion gases.
- **Quiet Operation:** No noise, odor, or disruption to surrounding properties.
- **Ethical Appeal:** Selected by public figures and **eco-conscious families** (e.g., Archbishop Desmond Tutu).

- **Infrastructure Compatibility:** Compatible with standard **municipal wastewater treatment systems** due to low volume and biodegradable effluent.

Appendix C: Comparison Table – Alkaline Hydrolysis vs. Flame Cremation

Category	Alkaline Hydrolysis	Flame Cremation
Energy Use	Very low (~1/10th of flame)	Very high (natural gas intensive)
Air Emissions	None	CO ₂ , particulates, mercury, VOCs
Pathogen Destruction	STAATT Level III (complete)	Limited (not prion-effective)
Residual Output	Sterile water C bone ash	Airborne particulate C ash
Public Nuisance	Odorless, no visible impact	Smoke and odor complaints possible
Environmental Impact	Biodegradable, low-carbon	High emissions, fuel dependent
Infrastructure Use	Municipal sewer with safeguards	Air stack, emissions permitting

Register Position

Submitted on	25 August 2026, 2:04PM
Receipt number	2629
Related form version	7

First Name	Raquel
------------	--------

Last Name	Zamora
-----------	--------

Your Address Line 1	518 Cimarron Trce
---------------------	-------------------

Your Address Line 2	
---------------------	--

City	Grand Prairie
------	---------------

State	Texas
-------	-------

Zip Code	75051
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Case Number	SUP-26-07-0017
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I am registering my:	Opposition
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Additional Comments

I strongly oppose the approval of Specific Use Permit SUP-26-07-0017, which seeks to establish a second pet aquamation facility for Peaceful Pets DFW at 520 S Great Southwest Parkway, Suite 160. This facility is not only environmentally and socially irresponsible, but it also does not align with conservation principles. Additionally, the lack of consultation with Indigenous leaders from the Caddo, Kiowa, and Comanche, whose ancestral lands Grand Prairie occupies, further underscores the flawed decision-making process.

Below, I outline my key objections:

1. Environmental and Public Health Concerns

Aquamation, or alkaline hydrolysis, is marketed as a “greener” alternative to flame cremation. However, its environmental footprint and potential health risks are poorly understood and underregulated in most jurisdictions, including Grand Prairie.

Chemical Discharge: Aquamation involves the use of potassium hydroxide or sodium hydroxide to break down pet remains. The resulting effluent, containing organic matter, bone fragments, and chemical byproducts, is typically drained into municipal

wastewater systems. While proponents claim the process is safe, independent studies on long-term ecological impacts are lacking. The U.S. EPA has not fully assessed the safety of discharging hydrolyzed pet remains into public water systems, and local wastewater treatment plants may not be equipped to handle these chemical loads.

Air Quality: The process releases ammonia and other volatile compounds during the hydrolysis reaction. While less polluting than flame cremation, these emissions could contribute to local air quality degradation, particularly in an industrial zone adjacent to residential areas like Dalworth.

Odor and Nuisance: Aquamation facilities may produce unpleasant odors during processing, which could affect nearby residents and businesses, especially given the facility's proximity to residential neighborhoods.

Request: Require a third-party environmental impact assessment to evaluate the facility's compliance with local, state, and federal regulations, including the Clean Water Act and Clean Air Act. Without this, approval would be premature and irresponsible.

2. Zoning and Land Use Inconsistencies

The proposed location is in a multi-tenant industrial/flex building, yet the facility's operations, particularly the handling of biological waste and chemicals, are more akin to a medical or laboratory use than a typical industrial or commercial activity.

Industrial vs. Special Use: Industrial flex spaces are designed for light manufacturing, warehousing, or office use, not for facilities that process organic waste at scale. The 8,000+ sq. ft. end-cap unit is ill-suited for operations that generate chemical waste, odors, and potential biohazards.

Proximity to Residential Areas: The facility is located near parts of the Dalworth neighborhood and homes along the Great Southwest corridor. While the industrial zone may technically allow this use, the potential for odor, noise, and traffic (from pet drop-offs/pickups) could negatively impact residents' quality of life.

3. Lack of Transparency and Community Input

The public has had limited opportunity to understand the full scope of operations at this facility. The provided materials do not include:

Detailed plans for chemical waste disposal.

Emergency protocols for spills or accidents.

Employee safety measures for handling hazardous materials.

The Staff Report recommending approval does not address these gaps, raising concerns about whether due diligence has been conducted.

4. This Doesn't Align with Conservation

This facility does not align with conservation principles. 95% of the world's biomass is made up of humans, livestock, and pets, while Native wildlife accounts for only 5%. Prioritizing the disposal of pet remains over the protection and restoration of native ecosystems is a misallocation of resources and values. If Grand Prairie is committed to sustainability, it must consider the

broader ecological impact of its decisions.

Furthermore, why aren't Indigenous leaders from the Caddo, Kiowa, and Comanche—whose ancestral lands Grand Prairie occupies—being consulted on this decision? Indigenous communities have centuries of wisdom about living in balance with the land, and their voices must be included in decisions that affect the environment and local ecosystems. The lack of consultation is disrespectful and shortsighted.

Conclusion

I am completely against the approval of this facility. The potential risks to public health, the environment, and community well-being, combined with the failure to consult Indigenous leaders and the misalignment with conservation principles, make this a reckless and irresponsible proposal. I urge the Planning & Zoning Commission and City Council to deny SUP-26-07-0017 outright.

Thank you for your time and consideration. I would appreciate a written response to my concerns.

Sincerely,

Raquel Zamora



CITY OF GRAND PRAIRIE COMMUNICATION

MEETING DATE: 09/08/2026

PRESENTER: June Sin, Senior Planner

TITLE: SUP-26-08-0019 - Specific Use Permit - Texstar Auto at 3317 E Jefferson (City Council District 5). Specific Use Permit for Auto Dealer (Non-Franchise Used) Use at an existing used auto sales lot on 0.72 acres. Tracts 16 & 17, William C. May Survey, Abstract No. 891, City of Grand Prairie, Dallas County, Texas, zoned Heavy Industrial (HI), and addressed as 3317 E Jefferson St and 315 West Ave

APPLICANT: Sara Villatoro, Texstar Auto Group

REQUESTED ACTION: Consider the request for a Specific Use Permit for Auto Dealer (Non-Franchised Used).

SUMMARY:

Specific Use Permit for Auto Dealer (Non-Franchise Used) Use at an existing used auto sales lot on 0.72 acres. Tracts 16 & 17, William C. May Survey, Abstract No. 891, City of Grand Prairie, Dallas County, Texas, zoned Heavy Industrial (HI), and addressed as 3317 E Jefferson St and 315 West Ave.

PURPOSE OF REQUEST:

The applicant requests approval of a Specific Use Permit (SUP) to allow a second used auto dealer to operate on the subject property. The property was established as a used auto dealer in 1997, when the use was permitted by right. As a result, the existing dealership is considered a legal non-conforming use and may continue to operate. The addition of a second dealership constitutes an expansion of the legal non-conforming use and therefore requires approval of a Specific Use Permit.

The purpose of the Specific Use Permit process is to identify those uses which might be appropriate within a zoning district, but due to either their location, functional or operational nature, could have a potentially negative impact upon surrounding properties; and provide for a procedure whereby such uses might be permitted by further restricting or conditioning them to eliminate such probable negative consequences.

ADJACENT LAND USES:

The following table summarizes the zoning designation and existing use for the surrounding properties.

Table 1. Zoning and Land Use

Direction	Zoning	Existing Use
North	Light Industrial (LI)	Truck Parking/Used Auto Sales
South	Heavy Industrial (LI)	Undeveloped
West	Heavy Industrial (LI)	Used Auto Sales /Undeveloped
East	Heavy Industrial (LI)	Undeveloped

HISTORY:

- September 1985: The City's 1985 zoning map shows the subject property zoned Heavy Industrial (HI) District.

PROPOSED USE CHARACTERISTICS AND FUNCTION:

The applicant plans to operate a used automobile sales business. Only vehicles available for sale will be stored on the site. All vehicles will be maintained in good, operable condition. No mechanical work, vehicle repair, or other automotive service activities will be conducted on-site. Additionally, no inoperable vehicles will be stored on the property.

Hours of operation:

Monday-Saturday: 10:00 AM to 7:00 PM

Sunday: Closed

ZONING REQUIREMENTS:

Parking Requirements

The existing site includes an approximately 4,200-square-foot building. Of the total building area, 540 square feet is allocated to auto sales uses, while the remainder is currently occupied by a church. The proposed business will have a maximum of five employees on site and maintain a maximum inventory of seven vehicles. Of the 77 parking spaces on site, 27 will be used to store the inventory of vehicles for sale by both dealers. The remaining 50 parking spaces will be available for employee and visitor parking.

Table 2. Parking Calculation

Use	Required	Provided	Meets
Motor Vehicle Sales – Suite A (1 space per 400 sq. ft. of sales floor for indoor sales or lot area for outdoor sales designated as visitor parking, plus one space per max. number of employees on a shift)	13	13	Yes
Motor Vehicle Sales – Suite B (Texstar)	9	9	Yes

VARIANCES:

The applicant is not requesting any variances.

ANALYSIS:

Staff evaluated the proposal using a framework that considers adopted plans and policies, surrounding land use context, development patterns and trends, and the specific characteristics of the proposed development. This analysis is intended to provide decision-makers with a consistent assessment of how the request relates to the City's adopted policies, existing conditions, and potential development impacts.

Is the proposal compatible with its surroundings?

- The proposed use is compatible with the surrounding area, which includes established auto sales lots and other auto-related uses within the industrial and heavy industrial areas along the corridor.

How does the proposal relate to existing development patterns and area context?

- The proposal is consistent with the existing development pattern along the corridor, which is characterized by industrial and logistics-related uses, including auto sales and other vehicle-related businesses.

What development characteristics of the proposal should be considered?

- There is no residential adjacency, and the proposed use is generally consistent with the auto-related and commercial characteristics of the surrounding area.
- The proposed development involves an additional auto dealer operating from an existing building that is currently shared with other businesses. The addition of another suite may increase the number of vehicles associated with auto sales operations on the site. Adequate parking and vehicle storage should be maintained in compliance with the UDC to avoid operational conflicts or the use of required parking spaces for vehicle inventory.
- Approval of the request will bring the existing legal non-conforming use into compliance with current zoning requirements while establishing appropriate standards to accommodate the proposed expansion. The Specific Use Permit will also provide a mechanism for ongoing oversight to ensure that all auto dealers operating on the site remain in compliance with applicable regulations and site requirements.

CONSIDERATIONS FOR APPROVAL:

Should the Planning and Zoning Commission recommend approval of this request, staff recommends the following conditions:

1. All required parking spaces shall remain available for parking and shall not be used for vehicle inventory or storage. All parking spaces shall be non-stacked in compliance with Section 10.7.1 of the UDC.
2. Vehicle inventory for sale shall be located only within the spaces designated on Exhibit B – Site Plan or the most current parking plan on file with the Planning and Code Compliance Divisions. Any relocation, adjustment, or expansion of designated vehicle inventory areas shall require the property owner and/or operator to submit an updated site plan to the Planning and Code Compliance Divisions reflecting the revised locations.
3. Prior to the issuance of a Certificate of Occupancy for any additional auto dealer on the property, the property owner and/or operator shall demonstrate that the site can accommodate the

additional dealer and shall submit an updated site plan to the Planning and Code Compliance Divisions identifying all auto dealers on the property and the vehicle inventory areas designated for each dealer.

4. Operations shall comply with and remain consistent with Exhibit C – Operational Plan.
5. The business shall obtain a Certificate of Occupancy (CO) and an Auto-Related Business permit.
6. The applicant shall provide proof of garbage services to the Public Health and Environmental Quality Department (PHEQ) prior to issuance of the Certificate of Occupancy (CO).
7. All operations shall comply with the regulations found in Chapter 13, Article XX, Automotive Related Business Regulations, of the Grand Prairie Code of Ordinances.

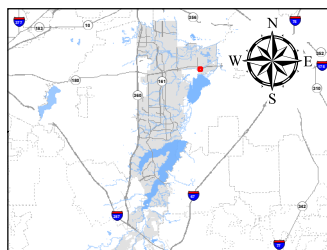
ATTACHMENTS / SUPPORTING DOCUMENTS:

1. Exhibit A – Boundary Description
2. Exhibit B – Site Plan
3. Exhibit C – Operational Plan



-  Location
-  Street Center Line
-  Parcels

The City of Grand Prairie has prepared maps for departmental use. These are not official maps of the City of Grand Prairie and should not be used for legal, engineering, or surveying purposes but rather for reference. These maps are the property of the City of Grand Prairie and have been made available to public based on the Public Information Act. The City of Grand Prairie make every effort to produce and publish the most current and accurate information possible. No warranties, expressed or implied, are provided for the data herein, its use, or its interpretation. Utilization of this map indicates understanding and acceptance of this statement.



0 0.05 Miles

Grand Prairie
TEXAS
PLANNING
Date: 8/18/2026

32

Exhibit A

GF-Number 11R16789

BEING a tract of land situated in the William C. May Survey, Abstract Number 891, Dallas County, Texas, and in the City of Grand Prairie, Texas, being two tracts of land, Tract 1 and Tract 2 described in a Substitute Trustee's Deed to Ahmed Ansari, et al, as recorded in Volume 2001046, Page 1691 of the Real Property Records of Dallas County, Texas, (R.P.R.D.C.T.), and being more particularly described by metes and bounds as follows:

BEGINNING at a 1/2" iron rod set at the intersection of the South right-of-way line of East Jefferson Avenue and the East right-of-way line of West Drive, and being the Northwest corner of said Tract 2;

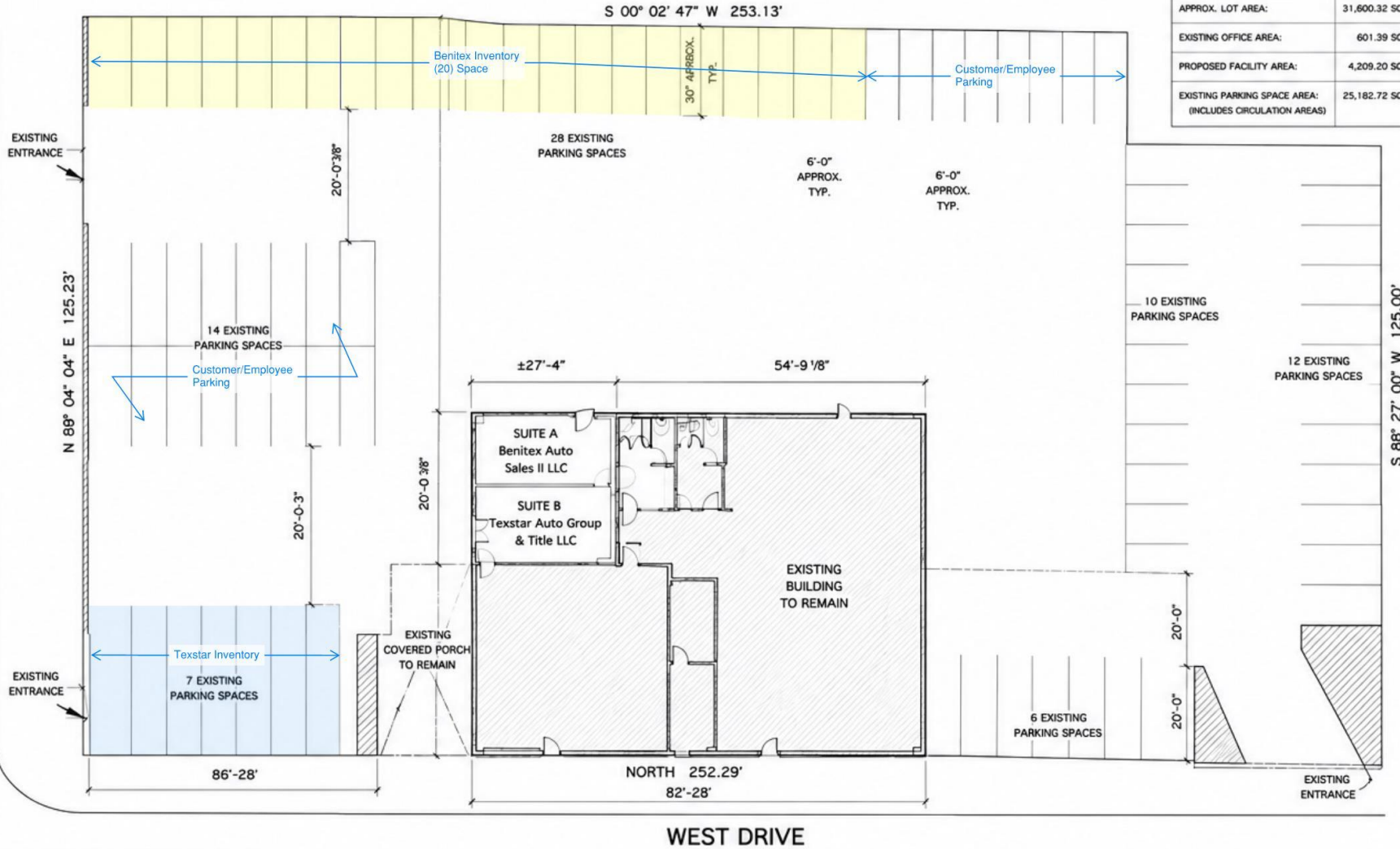
THENCE N 88 degrees 04 minutes 04 seconds E, along and with the South right-of-way line of East Jefferson Avenue, a distance of 125.23 feet, (deed 125.0), to a 1/2" iron rod set for the Northeast corner of the herein described tract of land and said Tract 2, and being the Northwest corner of a tract of land described in a deed to Vahe Karapetian, as recorded in Volume 2003137, Page 12920, (R.P.R.D.C.T.);

THENCE S 00 degrees 02 minutes 47 seconds W, along and with the East line of the herein described tract and the West line of said Karapetian Tract, a distance of 253.13 feet to the Southeast corner of the herein described tract at land and the West line of said Karapetian tract, to a 1/2" iron rod found for the Southeast corner of said Tract 1;

THENCE S 88 degrees 27 minutes 00 seconds W, along and with the South line of the herein described tract and North line of said Karapetian Tract, a distance of 125.00 feet to a 1/2" iron rod set for the Southwest corner of the herein described tract of land and said Tract 1, being the most Southerly Northwest corner of said Karapetian Tract, and being in the East right-of-way line of West Drive;

THENCE NORTH, (record bearing), along and with the East right-of-way line of West Drive, a distance of 252.29 feet to the POINT OF BEGINNING, and containing 0.7255 (31,603 square feet) of an acre of land.

E. JEFFERSON ST.



MISC. INFORMATION:	
APPROX. LOT AREA:	31,600.32 SQ. FEET
EXISTING OFFICE AREA:	601.39 SQ. FEET
PROPOSED FACILITY AREA:	4,209.20 SQ. FEET
EXISTING PARKING SPACE AREA: (INCLUDES CIRCULATION AREAS)	25,182.72 SQ. FEET

REV. No.	DATE
1	12-10-12



PROPOSED FACILITY FOR IGIESIA
EVANGELICA JESUCRISTO ES LA VERDAD
PROJECT ADDRESS: 3317 E. JEFFERSON ST., GRAND PRAIRIE, TX 75661

DRAWN BY: H. S.

DWG. TITLE:

SITE PLAN

SCALE: NOTED

RELEASED DATE:

11 - 19 - 2012

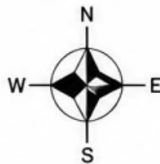
PAGE 1 OF 3

A - 1

NOTE:
EXISTING OFFICE AREA TO BE OCCUPIED BY:

- SUITE A - BENITEX AUTO SALES II LLC
- SUITE B - TEXSTAR AUTO GROUP & TITLE LLC

PARKING AREAS AND VEHICLE DISPLAY AREAS TO REMAIN AS SHOWN.



1 SITE PLAN

SCALE: 1/16" = 1'-0"

Texstar Auto Group and Title LLC

Specific Use Permit (SUP) Operational Plan & Project Narrative

Applicant

Texstar Auto Group and Title LLC

Property Address

3317 E. Jefferson Street
Grand Prairie, Texas

Project Narrative

Texstar Auto Group and Title LLC respectfully requests approval of a Specific Use Permit (SUP) to operate an additional automobile sales dealership at the above-referenced property. The proposed use is consistent with the existing commercial character of the area and will utilize the existing building and site without any structural modifications or expansion.

The property currently accommodates automotive sales operations and is appropriately suited for the proposed use. The request is intended to allow an additional licensed dealership to operate from the property while maintaining compliance with all City of Grand Prairie zoning, licensing, and development requirements.

No changes are proposed to the building footprint, parking configuration, drainage, utilities, or site access. Existing driveways, parking areas, and vehicle display areas will continue to serve the property.

The proposed dealership will operate as a professional retail automobile sales business focused exclusively on the sale of pre-owned vehicles. No automotive repair, body work, painting, detailing, dismantling, salvage operations, or vehicle make-ready activities will occur on the premises.

The proposed use is expected to have minimal impact on surrounding properties and will generate traffic consistent with similar automobile dealerships already operating within the area.

SUP Operational Plan

Business Operations

Texstar Auto Group and Title LLC will operate as a licensed retail automobile dealership specializing in the purchase and sale of quality pre-owned vehicles.

Business activities include:

- Retail sales of pre-owned motor vehicles
- Vehicle marketing and customer appointments
- Financing and title processing
- Customer service and administrative functions
- Vehicle display for inventory

The business will **not** perform:

- Mechanical repairs
- Body or collision work
- Vehicle painting
- Engine or transmission work
- Tire installation or balancing
- Oil changes
- Vehicle dismantling
- Salvage operations
- Outdoor storage of inoperable vehicles
- Any industrial automotive activities

All vehicles displayed on-site will be operational, maintained in good condition, and intended for retail sale.

Hours of Operation

The proposed operating hours are:

Monday – Saturday: 10:00 AM – 7:00 PM

Sunday: Closed

Nature of the Business

Texstar Auto Group and Title LLC is a customer-focused automobile dealership that provides retail vehicle sales and related administrative services.

Operations primarily consist of:

- Meeting with customers
- Vehicle sales consultations
- Test drive coordination
- Financing paperwork
- Vehicle title processing
- Customer support

Business activity occurs primarily indoors within the office space, with outdoor areas being used only for vehicle display and customer parking.

Approximately **5–7 vehicles** will be displayed on-site at any given time.

The dealership will employ approximately **4–5 employees** responsible for sales, customer service, office administration, and dealership management.

Operational Conditions

Texstar Auto Group and Title LLC agrees to operate under the following conditions:

- No vehicle repair or mechanical work will be conducted on the property.
 - No body work, paint work, welding, or fabrication will occur.
 - No hazardous materials will be stored beyond ordinary cleaning and office supplies.
 - Vehicle inventory will be maintained in a clean, organized manner.
 - All business activities will comply with applicable City ordinances, zoning regulations, and state licensing requirements.
 - Exterior lighting will remain consistent with existing site conditions.
 - Existing parking and circulation areas will continue to accommodate customers and employees.
 - The property will be maintained in a clean and professional appearance at all times.
 - Noise, dust, odors, and other impacts will remain minimal and consistent with standard retail commercial operations.
-

Site Information

Property Address:

3317 E. Jefferson Street
Grand Prairie, Texas

Existing Building: Existing commercial structure

Proposed Use: Retail automobile dealership

Building Modifications: None

Vehicle Repair: None

Vehicle Display: Approximately 5–7 vehicles

Employees: Approximately 4–5

Parking: Existing parking to remain

Access: Existing driveways from E. Jefferson Street and West Avenue

Texstar Auto Group and Title LLC respectfully requests approval of this Specific Use Permit application.



CITY OF GRAND PRAIRIE COMMUNICATION

MEETING DATE: 09/08/2026

PRESENTER: Erin Scherer, Planner

TITLE: SUP-26-07-0018 - Specific Use Permit - Registered Group Home at 4544 Friars Lane (City Council District 2). Specific Use Permit for a Registered Group Home on 0.19 acres. Lot 7, Block 11, Castleridge at Westchester Phase 3, City of Grand Prairie, Dallas County, Texas, zoned Planned Development-136 (PD-136) District, and addressed as 4544 Friars Ln

APPLICANT: Derek Sneed

REQUESTED ACTION: Consider the request for a Specific Use Permit for a Registered Group Home.

SUMMARY:

Specific Use Permit for a Registered Group Home on 0.19 acres. Lot 7, Block 11, Castleridge at Westchester Phase 3, City of Grand Prairie, Dallas County, Texas, zoned Planned Development-136 (PD-136) District, and addressed as 4544 Friars Ln.

PURPOSE OF REQUEST:

The applicant proposes to operate a Registered Group Home for girls between the ages of five and 17.

A Registered Group Homes is permitted by right in all single-family zoning districts; however, a Specific Use Permit is required when the proposed location is within 2,500 feet of another Group Living Residential Use. Because the subject property is located within the 2,500-foot separation, approval of a Specific Use Permit is required.

The Specific Use Permit process provides for additional review of uses that may be appropriate within a zoning district, but due to their location or functional or operational characteristics, warrant further consideration. The process allows the City to evaluate compatibility with surrounding properties and consider conditions, when appropriate, to address site-specific development or operational considerations.

ADJACENT LAND USES:

The following table summarizes the zoning designation and existing use for the surrounding properties.

Table 1. Zoning and Land Use

Direction	Zoning	Existing Use
North	Planned Development-136 (PD-136) District	Single Family Residential
South	Planned Development-136 (PD-136) District	Single Family Residential
West	Planned Development-136 (PD-136) District	Single Family Residential
East	Planned Development-136 (PD-136) District	Undeveloped (Grand Prairie ISD)/Reagan Middle School

HISTORY:

- June 20, 2023: City Council approved Ordinance No. 11382 requiring all Group Living Residential Units to register with the City.

PROPOSED USE CHARACTERISTICS AND FUNCTION:

The applicant proposes to operate an eight-bed residential Group Home servicing girls between the ages of five and 17. The applicant identifies the operation as a Residential Treatment Center (RTC) and states that it will provide 24-hour supervision, therapeutic programming, medication support, and individualized behavioral treatment. Residents will be placed through the Texas Department of Family and Protective Services (DFPS) or approved child-placing agencies. Prior to admission, the applicant will review the prospective resident's history and needs and conduct an intake assessment.

The proposed Group Home will serve children who require structured supervision and treatment but do not require acute psychiatric hospitalization or 24-hour nursing care. According to the Operational Plan, the home will not serve children experiencing substance withdrawal, children with violent adjudications, or children whose medical needs exceed the scope of the operation.

The Group Home will operate on a 24-hour basis with awake staff present at all times. Staff will include an administrator, program director, shift supervisors, direct care staff, case managers, contract nurses, and therapists or counselors. The applicant indicates that staffing ratios will meet or exceed applicable Texas Health and Human Services Commission (HHSC) requirements, with anticipated ratios of one staff member for every four residents during waking hours and one staff member for every eight residents overnight.

Residents will attend public schools and participate in a structured daily schedule that includes meals, school, therapy, tutoring or skill-building, recreation, chores, and group activities. The applicant will provide transportation when needed for school, medical appointments, therapy, court dates, family visits, and recreational outings.

Staff will receive training in trauma-informed care, emergency behavior intervention, CPR and first aid, medication administration, emergency response, child development, supervision of minors, abuse and neglect reporting, and transportation safety. Employees will also be subject to criminal history, FBI fingerprinting, DFPS Central Registry, and other applicable background checks.

The existing residence contains four bedrooms, two bathrooms, and shared living, dining, and kitchen areas. The eight beds will be accommodated in shared bedrooms with age-appropriate pairings. The property includes a two-car garage and driveway parking for two vehicles.

The residence will include security cameras covering the exterior and common areas, a monitored security alarm, locked medication storage, fire safety equipment, and posted evacuation routes. The applicant will maintain emergency procedures addressing fire, severe weather, medical emergencies, missing children, power outages, and other emergency situations.

STATE LICENSING REGULATIONS:

The Texas Health and Human Services Commission (HHSC), through its Child Care Regulation (CCR) program, regulates child care operations and child-placing agencies to ensure compliance with state health and safety standards.

CCR administers the 24-hour Residential Child Care program, which permits and monitors operations providing around-the-clock care for children 17 years of age or younger. CCR conducts routine inspections and investigates reports or complaints involving potential violations of state minimum standards, rules, or laws.

General Residential Operations provide 24-hour care for seven or more children 17 years of age or younger and may provide treatment or other specialized services. General Residential Operations include Residential Treatment Centers.

CERTIFICATE OF OCCUPANCY AND CITY REGISTRATION REQUIREMENTS:

A Certificate of Occupancy is required for residential Group Homes with more than five persons, excluding staff, who reside on-site on a 24-hour basis and receive custodial care. A fire suppression system is required for residential Group Homes with more than five persons receiving medical or custodial care.

Group Living Residential Units (Group Homes) are required to register annually with the Public Health and Environmental Quality Department. Registration requirements are intended to maintain health and safety standards, ensure adequate fire, police, and emergency response, and identify residents who may require special assistance during an emergency.

Registration requires a copy of any applicable state-issued license and an Operational Plan identifying the number of residents, services provided, and information regarding the owner and operator.

Registration must be renewed annually and is contingent upon compliance with applicable zoning, licensing, and Certificate of Occupancy requirements.

VARIANCES:

The applicant is not requesting any variances.

PUBLIC NOTICE:

Staff published legal notice of this item in the Fort Worth Star Telegram and mailed letters to 28 surrounding property owners. As of the writing of this memo, staff received the following letters:

- In Support: None
- In Opposition: 11

ANALYSIS:

Staff evaluated the proposal using a framework that considers adopted plans and policies, surrounding land use context, development patterns and trends, and the specific characteristics of the proposed development. This analysis is intended to provide decision-makers with a consistent assessment of how the request relates to the City's adopted policies, existing conditions, and potential development impacts.

Does the proposal advance the City's vision?

- The Future Land Use Map designates the property as Low Density Residential, which the Comprehensive Plan describes as traditional single-family neighborhoods that include housing and living units for people with a range of incomes and needs. The proposed use maintains the existing residential form and density of the property.
- The Comprehensive Plan recognizes the need for facilities and services that support children and adolescents and encourages expanded access to healthcare and social services. The proposed use is consistent with these objectives by providing residential care and supportive services for children within a residential setting.

Is the proposal compatible with its surroundings?

- The proposed use will operate within an existing single-family residence in an established residential neighborhood. No substantial exterior modifications are proposed that would alter the residential appearance or character of the property.
- The facility is intended for eight residents and will provide 24-hour supervision within a structured residential environment.
- Potential compatibility considerations are primarily associated with operational characteristics such as staffing, parking, transportation, and outdoor activity. Based on the Operational Plan, the proposed use is not anticipated to substantially alter the physical residential character or development pattern of the surrounding neighborhood.

How does the proposal relate to existing development patterns and area context?

- The proposal retains the existing single-family residence, lot configuration, residential density, and general development pattern of the surrounding neighborhood.
- The proposed use is consistent with the Low Density Residential FLUM designation and allows the existing housing stock to accommodate a specialized residential need without introducing a different building type or development pattern.

What development characteristics of the proposal should be considered?

- The applicant proposes a maximum of eight residents within the existing four-bedroom residence. The UDC definition of a Single Family-Detached dwelling limits occupancy to no more than six persons unrelated by blood, marriage, or adoption.
- The Operational Plan anticipates up to five staff vehicles per shift. The property provides a two-car garage and driveway parking for two vehicles; therefore, staffing levels and shift-change overlap should be considered in evaluating off-street parking capacity and potential impacts to adjacent properties.
- Staff will provide transportation for residents to school, appointments, therapy, court dates, family visits, and recreational activities.
- The operation will be subject to HHSC licensing and oversight. The City's SUP review focuses on the land-use compatibility and site-specific impacts of the proposed use.

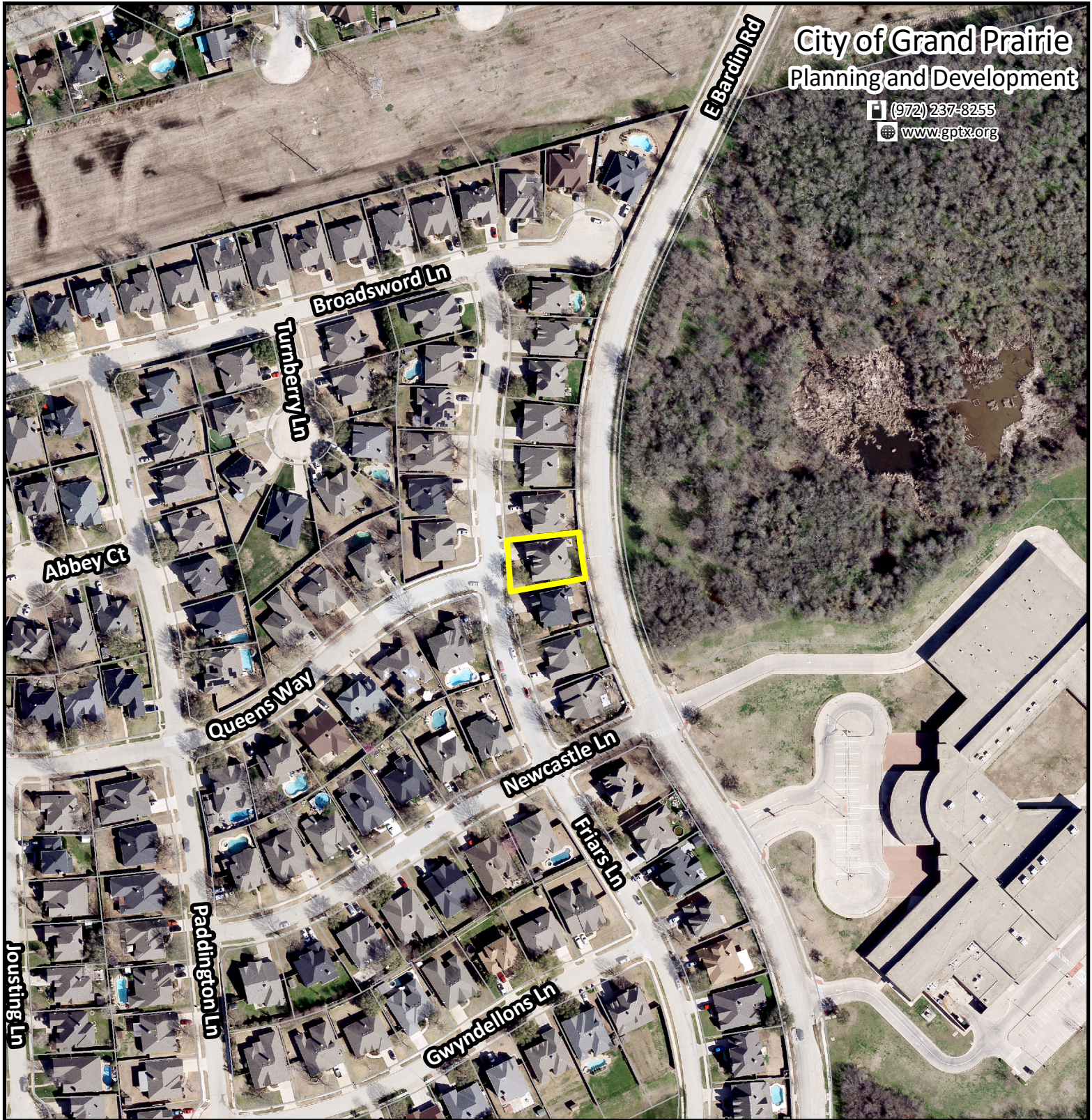
CONSIDERATIONS FOR APPROVAL:

Should the Planning and Zoning Commission recommend approval of this request, staff recommends the following conditions:

1. The number of occupants shall not exceed six (6).
2. The applicant shall maintain all required state licenses and/or certifications.
3. The applicant shall comply with all applicable building and fire codes.
4. The applicant shall obtain an approved registration for a Group Living Residential Unit with the City of Grand Prairie prior to operating.
5. The operator shall maintain compliance with all applicable state regulations and local ordinances.
6. The garage shall be maintained and used for the parking of operable vehicles and shall not be used for general storage or other purposes that prevent its use for vehicle parking.

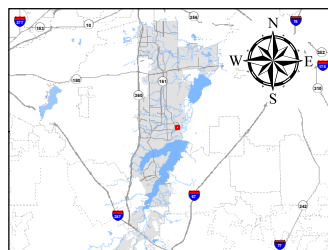
ATTACHMENTS / SUPPORTING DOCUMENTS:

1. Exhibit A – Boundary Description
2. Exhibit B – Operational Plan



-  Location
-  Street Center Line
-  Parcels

The City of Grand Prairie has prepared maps for departmental use. These are not official maps of the City of Grand Prairie and should not be used for legal, engineering, or surveying purposes but rather for reference. These maps are the property of the City of Grand Prairie and have been made available to public based on the Public Information Act. The City of Grand Prairie make every effort to produce and publish the most current and accurate information possible. No warranties, expressed or implied, are provided for the data herein, its use, or its interpretation. Utilization of this map indicates understanding and acceptance of this statement.



0 0.05 Miles

Grand
Prairie
TEXAS

PLANNING
Date: 7/28/2026



PROJECT NARRATIVE & OPERATIONAL PLAN

4-Bedroom, 8-Bed Residential Treatment Center Serving Females Ages 5–17 Licensed by Texas Health & Human Services (HHSC)**

1. Program Overview

The proposed Residential Treatment Center (RTC) will operate as an **8-bed group home** serving **female children ages 5–17** who require structured supervision, trauma-informed care, and individualized behavioral treatment. The program will be licensed through the **Texas Department of Health and Human Services (HHSC)** under **Residential Child-Care Licensing (RCCL)** and will contract with the State of Texas as a **Residential Treatment Center provider**.

The home will provide **24-hour awake supervision**, therapeutic programming, medication support, and a safe, nurturing environment designed to stabilize youth, support emotional healing, and prepare them for permanency or lower levels of care.

2. Target Population

The RTC will serve:

- Female children ages **5–17**
- Youth placed through **DFPS or approved foster care agencies**
- Children with trauma histories, emotional dysregulation, or behavioral challenges
- Youth requiring structured treatment but not acute psychiatric hospitalization

The home **will not** serve:

- Youth requiring 24-hour nursing care
- Youth with active substance withdrawal
- Youth with violent adjudications
- Youth whose medical needs exceed the scope of a non-medical RTC

3. Facility Description

- **Bedrooms:** 4
- **Beds:** 8 (shared bedrooms, age-appropriate pairings)
- **Bathrooms:** 2 (shared)
- **Common Areas:**
 - Family/TV room
 - Kitchen dinette
 - Formal dining room
 - Formal living room
- **Parking:**
 - 2-car garage
 - Driveway parking for 2 vehicles
 - Street parking for 2 vehicles
 - Capacity for **up to 5 staff vehicles per shift**

Safety Features

- Security cameras covering **exterior perimeter** and **all common areas**
- No cameras in bedrooms or bathrooms
- Monitored **security alarm system**
- Smoke detectors, CO₂ detectors, fire extinguishers
- Locked medication storage
- Locked cleaning supply closet
- Posted emergency evacuation routes

The home meets local zoning requirements and will comply with all HHSC building, fire, and safety standards.

4. Licensing Requirements (Texas HHSC – RCCL)

To operate as an RTC in Texas, the home must comply with:

A. Administrative Requirements

- Governing body documentation
- Program director qualifications

- Policies & procedures manual
- Emergency plan
- Behavior intervention policies
- Staffing plan
- Personnel files with required documentation

B. Staff Requirements

- **Administrator:** Certified and credentialed per HHSC standards
- **Supervisors & Caretakers:**
 - Minimum age 21
 - Required pre-service training
 - Annual training hours
- **Case Managers**
- **Contract Nurses** (available but not on-site full-time)
- **Therapists/Counselors** (services provided at provider's location)

C. Background Checks

All employees must complete:

- FBI fingerprinting
- DFPS Central Registry check
- Criminal history check
- Out-of-state checks (if applicable)
- Periodic rechecks per HHSC rules

D. Training Requirements

All staff will receive:

- Trauma-informed Care
- Emergency Behavior Intervention (e.g., SAMA/CPI)
- CPR/First Aid
- Medication Administration
- Emergency Response
- Cultural competency
- Child development

- Abuse/neglect reporting
- Supervision of minors
- Transportation safety

E. Operational Requirements

- 24-hour awake supervision
- Daily documentation
- Service plans
- Incident reporting
- Medication logs
- Fire drills
- Transportation logs
- Nutrition compliance
- Staffing ratios appropriate for RTC level of care

5. Staffing Model

Minimum Staffing

- **Administrator** – Oversight, compliance, licensing, staffing
- **Program Director** – Clinical oversight, treatment coordination
- **Shift Supervisors** – Lead staff per shift
- **Direct Care Staff** – 24/7 awake coverage
- **Case Managers** – Documentation, service plans, family coordination
- **Contract Nurses** – Medication review, health assessments
- **Therapists/Counselors (Contract)** – Weekly sessions, treatment planning

Staff Ratios

Ratios will meet or exceed HHSC RTC requirements, typically:

- **1:4** during waking hours
- **1:8** overnight (awake staff)

6. Daily Operations

Daily Schedule

- **6:30 AM** – Wake up, hygiene
- **7:00 AM** – Breakfast
- **7:30 AM** – School transportation
- **3:30 PM** – Return from school, snack
- **4:00 PM** – Therapy, tutoring, or skill-building
- **6:00 PM** – Dinner
- **7:00 PM** – Recreation, chores, group activities
- **9:00 PM** – Wind-down
- **10:00 PM** – Lights out

Schooling

- Residents attend **public schools**
- Transportation provided when school bus is unavailable

Meals & Housekeeping

- Three meals + snacks daily
- USDA-compliant menus
- Laundry and cleaning provided by staff and youth (age-appropriate chores)

7. Behavioral Support & Crisis Management

The RTC uses a **trauma-informed, least-restrictive** model:

- Individualized behavior plans
- Positive reinforcement
- De-escalation techniques
- Emergency behavior intervention only when necessary
- Crisis response includes on-call supervisor, therapist, or emergency services

All incidents are documented per HHSC timelines.

8. Medication Management

- Medications stored in locked cabinet
- Staff trained in medication administration
- MAR (Medication Administration Record) maintained daily
- Controlled substances double-logged
- Medication errors reported immediately
- Nurse available for consultation

9. Documentation & Compliance

The home maintains:

- Daily shift notes
- Incident reports
- Service plans
- Medical records
- School reports
- Fire drill logs
- Staff training files
- Transportation logs

All records are secure and available for HHSC audits.

10. Transportation

Transportation provided for:

- School
- Medical appointments
- Therapy
- Court dates
- Family visits
- Recreational outings

Vehicles are insured, maintained, and operated by trained staff.

11. Emergency Preparedness

Plans include:

- Fire evacuation
- Severe weather shelter
- Medical emergencies
- Missing child protocol
- Power outages
- Active threat procedures

Monthly drills documented.

12. Admission & Discharge Procedures

Admission

- Referral from DFPS or licensed foster agency
- Review of history and needs
- Intake assessment
- Orientation to house rules

Discharge

- Reunification
- Transfer to lower/higher level of care
- Completion of treatment goals
- Documentation within 24 hours

13. Program Goals

- Stabilize youth emotionally and behaviorally
- Improve school attendance and performance
- Strengthen coping skills
- Support family reunification
- Prepare youth for independent living or foster placement

Register Position

Submitted on	28 August 2026, 9:14PM
Receipt number	2678
Related form version	7

First Name	Natalie
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Last Name	Girmay
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Your Address Line 1	4544 Rugby Lane
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Your Address Line 2	
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City	Grand Prairie
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State	Texas
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Zip Code	75052
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Case Number	SUP26-07-0018
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I am registering my:	Opposition
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Additional Comments	
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Register Position

Submitted on	31 August 2026, 6:42PM
Receipt number	2685
Related form version	7

First Name	Javier
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Last Name	Perez
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Your Address Line 1	533 Crickett Way
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Your Address Line 2	
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City	Grand Prairie
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State	Texas
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Zip Code	75052
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Case Number	SUP-26-07-0018
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I am registering my:	Opposition
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Additional Comments	A group home has absolutely no place in this neighborhood. We bought into a community of single-family homes, not a commercial or institutional zoning district. This proposal completely disregards the homeowners who live here, and I will not support it.
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Register Position

Submitted on	31 August 2026, 6:56PM
Receipt number	2686
Related form version	7

First Name	Stephanie
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Last Name	Lewis
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Your Address Line 1	4525 Rugby Lane
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Your Address Line 2	
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City	Grand Prairie
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State	Texas
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Zip Code	75052
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Case Number	SUP-26-07-0018
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I am registering my:	Opposition
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Additional Comments	We are strongly opposed to making one of these homes in our neighborhood a group home!! The HOA CCR's for Castleridge specifically states single family homes only. A group home in the neighborhood could lead to a decline in the community and cause property values to go down. Not to mention the parking. Where is everyone in this group home going to park their cars?
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Register Position

Submitted on	31 August 2026, 7:00PM
Receipt number	2687
Related form version	7

First Name	HILDA
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Last Name	GOMEZ
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Your Address Line 1	4569 Rugby Lane
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Your Address Line 2	
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City	Grand Prairie
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State	Texas
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Zip Code	75052
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Case Number	Sup-26-07-0018
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I am registering my:	Opposition
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Additional Comments	We don't need a group home in our neighborhood
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Register Position

Submitted on	31 August 2026, 7:10PM
Receipt number	2688
Related form version	7

First Name	Winona
Last Name	An-Noor
Your Address Line 1	4536 Turnberry Lane
Your Address Line 2	
City	Grand Prairie
State	Texas
Zip Code	75052
Case Number	SUP-26-07-0018
I am registering my:	Opposition
Additional Comments	I am adamantly opposed to a boarding home being allowed in the Castleridge subdivision of Grand Prairie, TX.

Register Position

Submitted on	31 August 2026, 7:52PM
Receipt number	2689
Related form version	7

First Name	Bill
Last Name	Skaar
Your Address Line 1	613 Queens Way
Your Address Line 2	
City	Grand Prairie
State	Texas
Zip Code	75052
Case Number	SUP-26-07-0018
I am registering my:	Opposition

Additional Comments

Castleridge is under a registered HOA and all buyers are under the CCR's (covenants, codes and restrictions) Article 1, Section 1.1 Residential Use. "All lots shall be used for single-family residential purposes only." Section 1.2 "Each residence may be occupied by only one family."

A group home business violates the HOA CCR and is not allowed for this subdivision.

Register Position

Submitted on	31 August 2026, 8:17PM
Receipt number	2690
Related form version	7

First Name	Qaasim
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Last Name	An-Noor
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Your Address Line 1	4536 Turnberry Lane
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Your Address Line 2	
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City	Grand Prairie
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State	Texas
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Zip Code	75052
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Case Number	SUP-26-07-0018
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I am registering my:	Opposition
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Additional Comments	This is a family centric subdivision with lots of children and also the proximity to GPISD schools Colin Powell and Ronald Regan and the YMCA.
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In addition there are HOA prohibitions for this use of a home.

Register Position

Submitted on	31 August 2026, 8:28PM
Receipt number	2691
Related form version	7

First Name	Benjamin
Last Name	Girmay
Your Address Line 1	4544 Rugby Ln
Your Address Line 2	
City	Grand Prairie
State	Texas
Zip Code	75052
Case Number	SUP-26-07-0018
I am registering my:	Opposition
Additional Comments	

Register Position

Submitted on	31 August 2026, 8:59PM
Receipt number	2692
Related form version	7

First Name	Theresa
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Last Name	Lamb
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Your Address Line 1	603 Gwyndellons Lane
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Your Address Line 2	
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City	Grand Prairie
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State	Texas
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Zip Code	75052
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Case Number	SUP-26-07-0018
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I am registering my:	Opposition
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Additional Comments	
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Register Position

Submitted on	31 August 2026, 11:37PM
Receipt number	2693
Related form version	7

First Name	Zack
Last Name	Moncrief
Your Address Line 1	518 Broadsword Ln
Your Address Line 2	
City	Grand Prairie
State	Texas
Zip Code	75052
Case Number	SUP-26-07-0018
I am registering my:	Opposition
Additional Comments	

Register Position

Submitted on	1 September 2026, 8:06AM
Receipt number	2694
Related form version	7

First Name	Ramona
Last Name	Lopez
Your Address Line 1	545 Broadsword Lane
Your Address Line 2	
City	Grand Prairie
State	Texas
Zip Code	75052
Case Number	SUP-26-07-0018
I am registering my:	Opposition
Additional Comments	