



**CITY OF HUTCHINS
PLANNING & ZONING COMMISSION MEETING
AGENDA**

**Thursday, December 19, 2024 at 6:00 PM
City Hall, 321 N. Main Street**

Pursuant to Section 551 of the Texas Government Code, notice is hereby given of a Regular Meeting of the Planning & Zoning Commission Board to be held on Thursday, December 19, 2024 at 6:00 PM at the Hutchins City Hall - Council Chambers located at 321 N. Main St, Hutchins, Texas, at which time the following items will be discussed and considered.

Commission Members

Chair, Joseph Matthews
Commission Member, Tod Davis
Commission Member, Don Pressler
Commission Member, Teronika Gaines
Commission Member Ed Williams
Commission Member James Spence - Alt.
Commission Member, Marie Harris - Alt.

A. CALL TO ORDER

Roll Call

Invocation

Pledge of Allegiance

B. CITIZEN COMMENTS: *This agenda item provides an opportunity for citizens to address the Board on any matter that is not posted on the agenda. Anyone wishing to address the Board should complete a Citizen Comments Form and submit it to the recording secretary prior to the start of the Board meeting. There is a three (3) minute time limit for each citizen to speak. However, in accordance with the Texas Open Meetings Act, the Board cannot discuss issues raised or make any decision at this time.*

C. PRESENTATIONS

D. CONSENT AGENDA - *All items presented in the Consent Agenda require no deliberation by the Board. Each Board member has the opportunity of removing an item from this agenda so that it may be considered separately.*

E. PUBLIC HEARING

1. Conduct a public hearing, consider a request by applicant and property owner Ghislaine Castro, for an SUP request to allow an Accessory Dwelling in the Single Family Residential 10,000 (SF-10) District, William Gatlin Abst 499 PG 124, located North of East Wintergreen Road and South of Dowdy Ferry Road commonly addressed as 1528 Trout Road.

F. REGULAR AGENDA - *As authorized by Section 551.071 of the Texas Government Code, the Commission reserves the right to convene in Executive Session for the purpose of seeking confidential legal advice from the City Attorney on any agenda item listed herein.*

2. Discuss and consider the election of a new President, for a one-year term ending July 2025
3. Discuss and consider the election of a new Vice President, for a one-year term ending in July 2025.
4. Discuss and consider the election of a new Secretary, for a one-year term ending July 2025
5. Approval of the November 21, 2024 Minutes

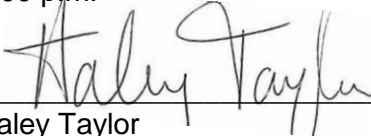
G. ITEMS OF COMMUNITY INTEREST

6. Planning & Zoning Meeting - January 16, 2025 at 6:00PM
7. City Council Meeting - January 6, 2025 at 6:30PM

H. ADJOURNMENT

CERTIFICATION

I certify that a copy of the December 19, 2024 agenda of items to be considered by the Planning & Zoning Commission Board was posted on the City Hall bulletin board, a place convenient and readily accessible to the general public at all times, and to the City's website www.cityofhutchins.org, in accordance with Chapter 551 of the Texas Government Code. Posted on December 13, 2024 before 6:00 p.m.



Haley Taylor
Staff Liaison

ACCESSIBILITY STATEMENT

The meeting location is wheelchair accessible from the front door. Request for special services must be received at least 48 hours in advance of scheduled meeting. For assistance, please call the office of the City Secretary at 972-225-6121 or email the City Secretary at colguin@cityofhutchins.org



STAFF REPORT

MEETING DATE: 12-19-2024

MEETING TYPE: Planning & Zoning

SUBMITTED BY: Tim Rawlings

AGENDA CAPTION: Consider a request by Ghislaine Castro for a Specific Use Permit to allow for the construction of an accessory dwelling on a 12.7 acre tract of land in the Single Family 10 (SF-10) district located at William Gatlin Abstract 499 Page 124 Tract 24 Hutchins, Dallas County Texas more particularly described as 1528 Trout Road. by: Tim Rawlings

Background Information

Ghislaine Castro has made a request for a Specific Use Permit (SUP) to allow for the construction of an accessory dwelling on their property located at 1528 Trout Rd. The property currently has a 1440 sq. ft. single family residence on it that was built in 1993. The zoning ordinance allows an accessory dwelling by Specific Use Permit (SUP) only.

On August 14, 2024, permits were applied for and issued to demolish and rebuild an existing 1500 sq. ft. barn/shed on the property. On August 22 an inspection was completed for the foundation of the new barn/shed. On October 30, 2024 Building Inspector Blake Moore made an inspection of the project and discovered that the structure had been changed and was now being constructed as a 3 bedroom 2 bathroom house, a stop work order was issued on the project until an SUP could be acquired. Should the SUP be granted the owners will need to have the property platted prior to issuance of a building permit.

Budget Implications

N/A

Operational Impact

N/A

Legal Review

N/A

Staff Recommendation

Staff recommends Commissioners discuss and consider the request.

Supporting Documentation and Attachments

PAID
NOV 19 2024
CITY OF HUTCHINS
CASH CC

053916



CITY OF HUTCHINS
321 N. Main
Hutchins, Texas 75141
(972) 225-6121

Zoning Application

- General Zoning Request
 - Standard Zoning or Rezoning
 - Planned Development
 - Site Plan - New or Amended
 - Planned Development Concept Plan - New or Amended
 - SUP
- PROPERTY INFORMATION

FILE NO: 24-13

Address/Location:	1528 TROUT RD. HUTCHINS TX 75141	Existing Use:	
Lot(s):	499 PG 124 TR 24	Block:	William Gatlin
		Current Zoning:	Abst
# of Acres:	0.50	Zoning:	SF-10
		# of Lots:	N/A blk.
		# of Units:	

APPLICANT INFORMATION

Name:	GHISLAIME CASTRO		Company:	
Mailing Address:	1528 TROUT RD HUTCHINS TX 75141			
City:		State:		Zip:
Phone:	214 206 5086	Fax:		Email:
				gcastro@desexpress.com

OWNER INFORMATION

Name:	Ghislaime Castro		Company:	
Mailing Address:	1528 TROUT RD			
City:	Hutchins TX	State:		Zip:
Phone:	214 206 5086	Fax:		Email:
				gcastro@desexpress.com

Applications must be complete and have all supporting documents turned in no later than 2:00 pm on submittal day.

ZONING APPLICATION SUBMITTAL REQUIREMENTS

(See Fee Schedule For All Amounts)

- Concept Plan 24"x36", 4 copies (folded)
 - Site Plan / Concept Plan Checklist
 - Legal Description
 - Letter stating reason for request
 - CD of electronic version (pdf) of proposed plans
- Fee: _____

APPLICANT AUTHORIZATION:

- I will represent the application myself; or
- I authorize _____ (name of applicant) to represent this application on my behalf. The named applicant shall be the principal person for responding to all requests and to attend all meetings.

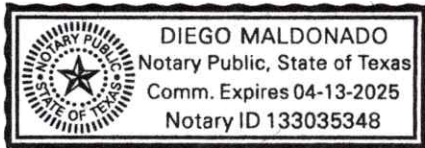
Owner's Signature: _____ Date: _____

STATE OF TEXAS

COUNTY OF: Dallas

BEFORE ME, a Notary Public, on this day personally appeared Guillaume Castro the above signed, who, under oath, stated the following: "I hereby certify that I am the owner or authorized corporate representative for the purposes of this application; that all information submitted herein is true and accurate."

Subscribed and sworn to before me this 18th day of December, 20 24.



[Signature]
Notary Public in and for the State of Texas

This application is not considered accepted by the City until the Building Official or his designee has signed below.

CITY OF HUTCHINS: Acknowledged By: _____ Date: _____

Ghislaine Castro
1528 Trout Dr, Hutchins, TX 75141
214-206-5086
gcastro@desexpress.com

November 18, 2024

Hutchins Planning and Zoning Commission
321 North Main St.
Hutchins, TX 75141

Special Use Permit (SUP) Request for 1528 Trout Dr, Hutchins, TX 75141

Dear Planning and Zoning Commission Members,

This letter formally requests a Special Use Permit (SUP) to allow for the development of a 1,533 SQ.FT. Accessory building on the property located at 1528 Trout Dr, Hutchins, TX 75141. This property is currently zoned SF-10.

The proposed building has 3 bedrooms, 2 bathrooms, and a standard kitchen for personal use only.

We are committed to complying with all applicable city ordinances, building codes, and development standards should this SUP be granted. We are open to discussing any concerns or questions you may have regarding this application.

Please contact us at 214-206-5086 or gcastro@desexpress.com if you require any additional information.

Sincerely,



Ghislaine Castro
214-206-5086

§ 35 ACCESSORY BUILDING AND USE REGULATIONS.

35.1 In a single-family or multifamily district, an accessory building is a subordinate or incidental building, attached to or detached from the main building, not used for commercial purposes and not rented. Accessory buildings shall be located toward the rear portion of the property.

35.2 In nonresidential districts, an accessory building is a subordinate building, the use of which is secondary to and supportive of the main building. Accessory buildings shall not be permitted without a main building or primary use being in existence. Accessory buildings should, wherever possible, be located toward the rear portion of the property.

35.3 Accessory dwelling units in the Agriculture (A) district shall be allowed as an incidental residential use of a building on the same lot as the main dwelling unit and used by the same person or persons of the immediate family, and shall meet the following standards:

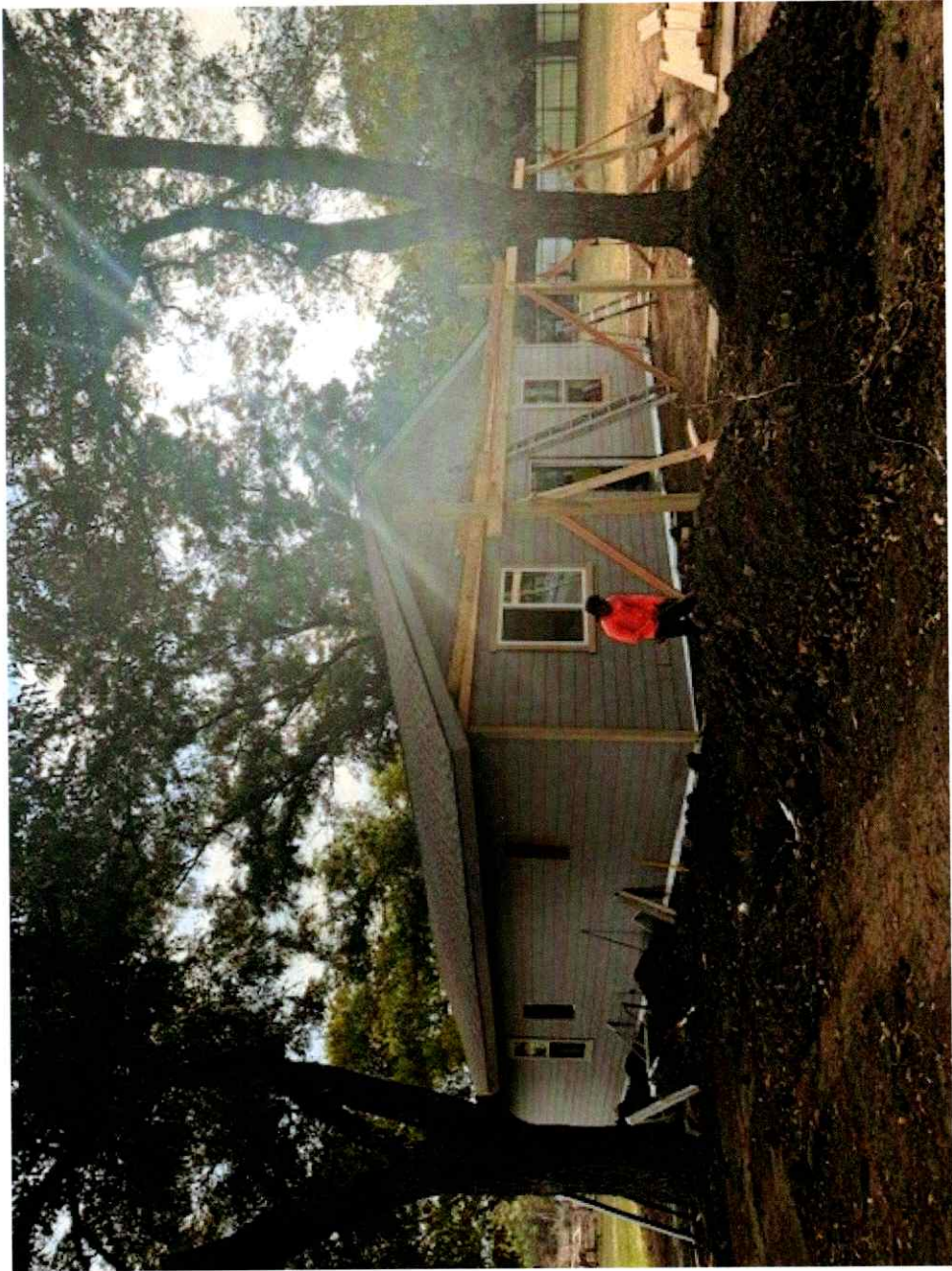
- A.** The accessory dwelling unit must be constructed to the rear of the main dwelling, separate from the main dwelling.
- B.** The accessory dwelling unit may be constructed only with the issuance of a Building Permit, and shall be constructed out of the same material as the main structure.
- C.** The accessory dwelling unit may not be sold separately from sale of the entire property, including the main dwelling unit, and shall not be sublet.
- D.** Setback requirements shall be the same as for the main structure.
- E.** Accessory dwellings are not permitted without the main or primary structure.

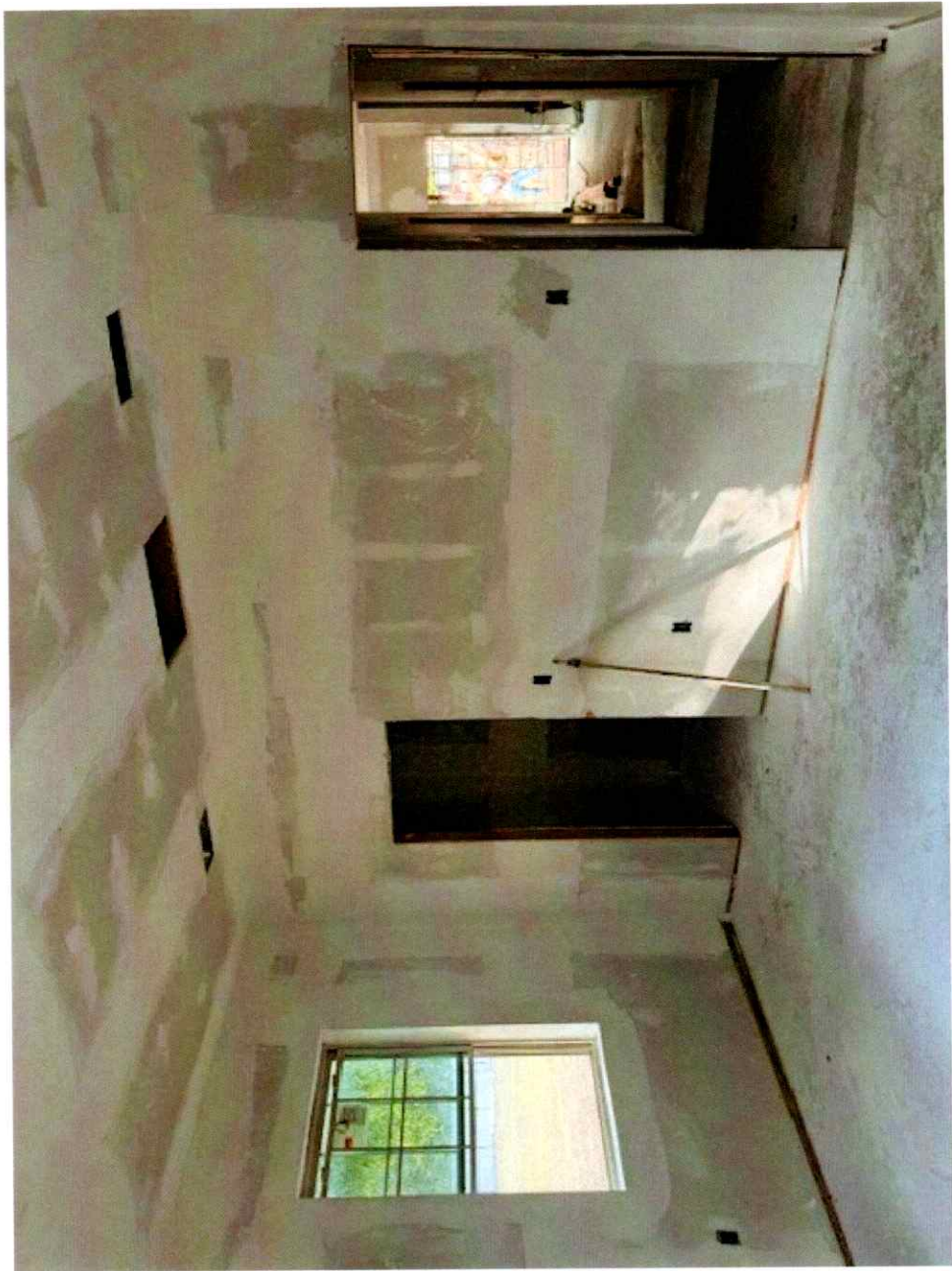
35.4 Accessory dwellings (including garage/accessory dwellings and detached units) may be permitted in residential zoning districts (see regulations for the specific district, and the Use Charts, Section **32**), and shall conform to the height limitations of the main structure. No such accessory dwelling or quarters shall be used or occupied as a place of abode or residence by anyone other than a bona fide caretaker, servant or farm worker actually and regularly employed by the land owner or occupant of the main building, or is a guest or family member of the owner/occupant. Only one (1) accessory dwelling unit (i.e., garage/accessory dwelling, servants/caretakers quarters, etc.) shall be allowed on any lot within a

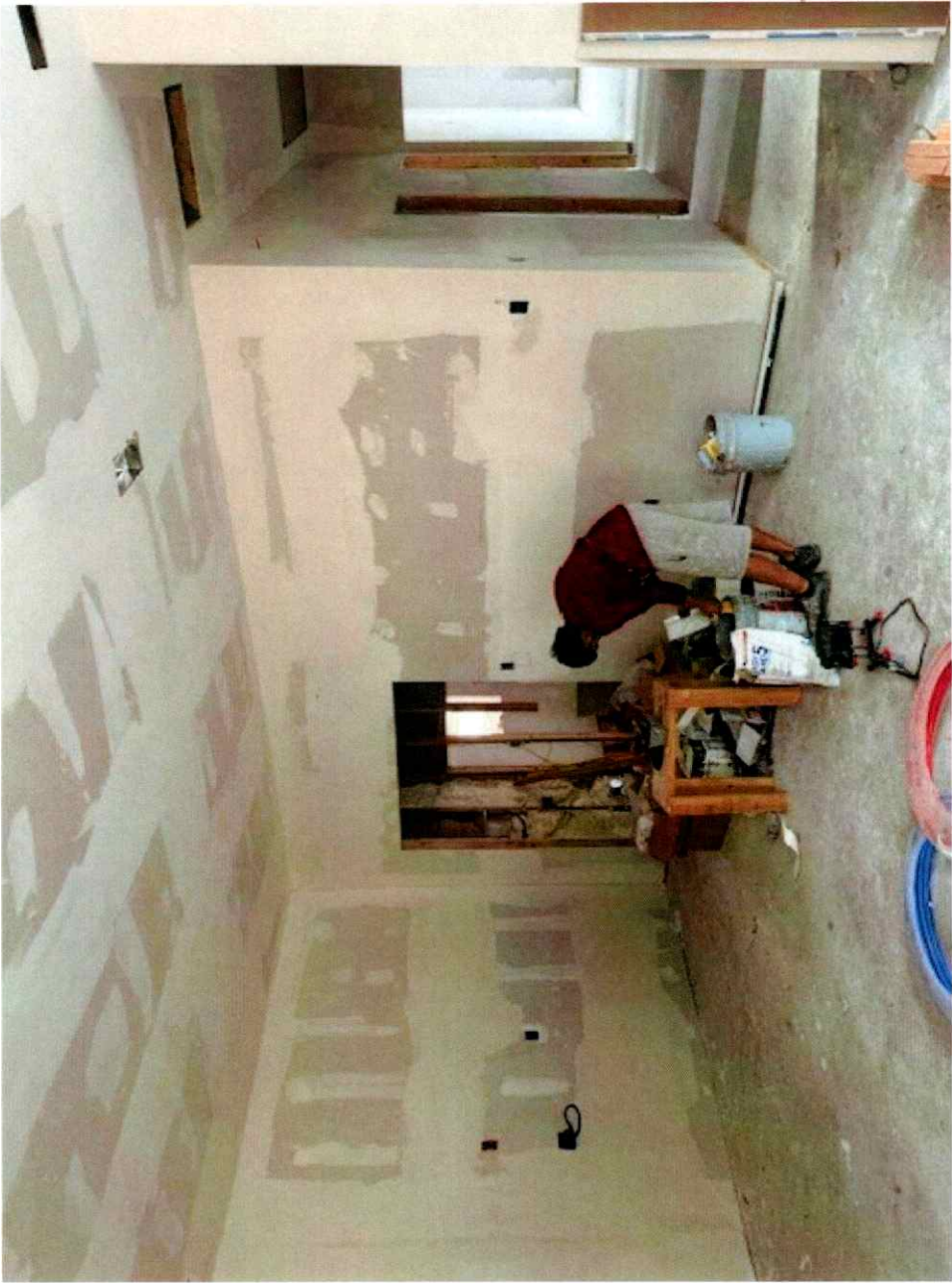
residential zoning district, and they shall be clearly incidental to the primary use. These accessory living structures shall not, in any case, be leased or sold.

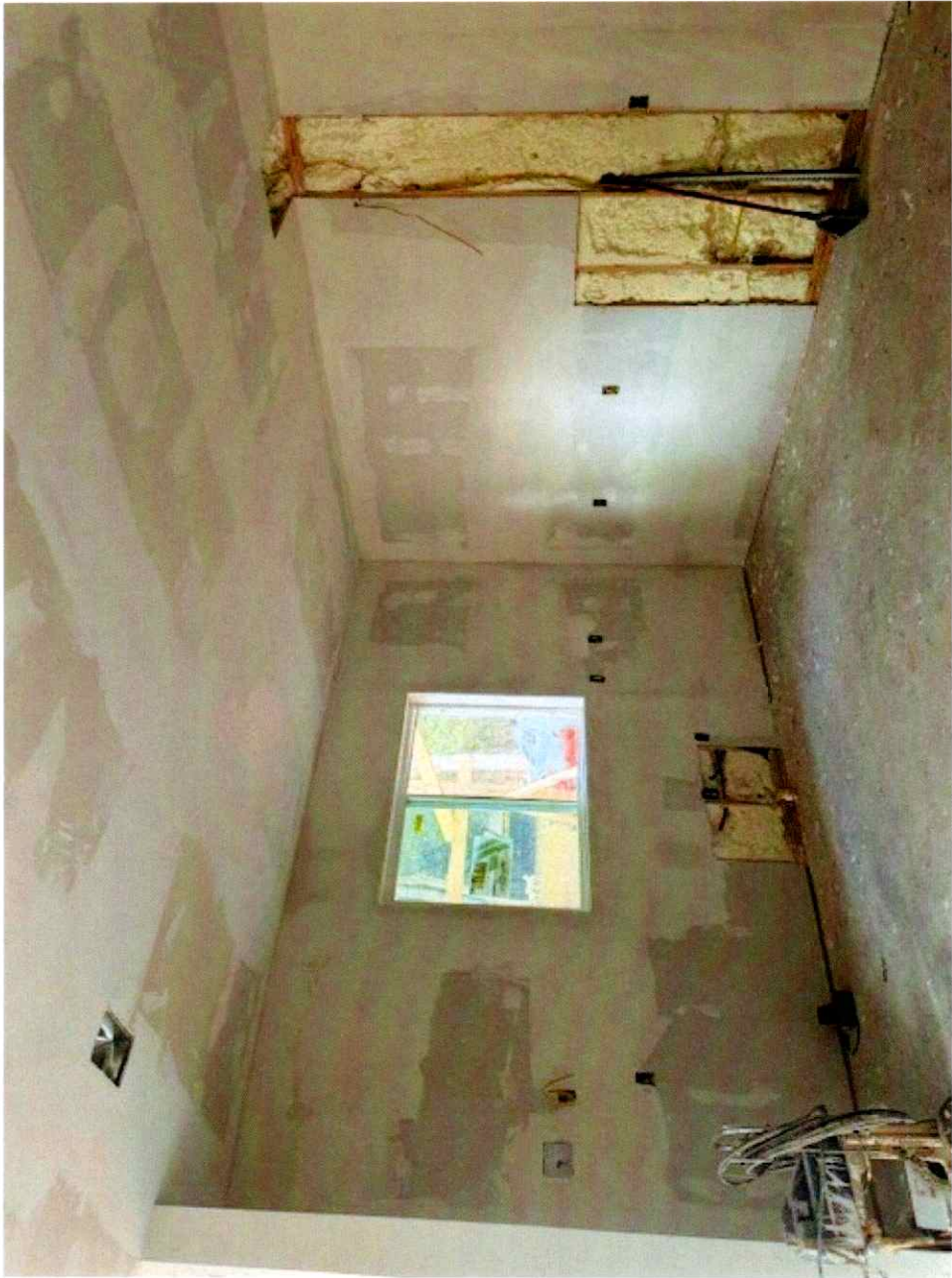
SECTION 32.3																
Accessory & Incidental Uses	A	SF-10	SF-8.5	SF-7	SF-PH	D	SFA	MF	MH	O	R	C-1	HC	LI	HI	
Accessory Building-Nonresidential (Business or Industry)*												P	P	P	P	P
Accessory Building (Residential)*	P	P	P	P	P	P	P	P	P							
Caretakers or Guards Residence*	P	S	S	S	S	S	S	P	P	S	S	S	S	S	S	S
Garage/Accessory Dwelling*	S	S	S	S	S	S	S	S	S	I	I	I	I	I	I	I
Home Occupation*	P	P	P	P	P	P	P	P	P							
Off-Street Parking Incidental to Main Use*	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Swimming Instructions as Home Occupation*	S	S	S	S	S	S	S	S	S							
Swimming Pool (Private)*	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Temporary Field Office or Construction Yard or Office*		Subject to Temporary Permit Issued by Building Official														
Tennis Court (Lighted)*	S	S	S	S	S	S	S	P	P	P	P	P	P	P	P	P
Tennis Court (Private) (No Lights)*	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P

* SEE APPENDIX A-3 FOR DEFINITIONS















Permit #: 240619
Permit Date: 08/23/24
Permit Type:
Permit Type: Demolition
Applicant Name: Edeem Maldonado
Type of Construction:
Phone Number: 2147341898
Applicant Address: 1528 Trout Rd
City, State, Zip: Hutchins, TX
Description: 75141
Valuation: 0
Square Feet A/C: 0
Garage/Other Sq Ft: 0
Total Sq Ft Under Roof: 0
Type of Material:
Height:
Linear Feet:
Status: Issued
TAHPDR and NEWSHAP Approval:
TAHPDR and NEWSHAP Approval Date:
Roadway Impact: 0
Sewer Impact: 0
Water Impact: 0
Additional Impervious Surface Area: 0.00
Assigned To: Tim Rawlings I-2550/Blake Moore

Property

Parcel #	Address	Legal Description	Owner Name	Owner Phone	Zoning
65049912410240000	1528 TROUT RD	TR 24 ACS 11.03	PALACIOS GHISLAIME VENEZZA CASTRO		Commercial

Contractors

Status	License Applied Date	License Issued Date	Business Name	Contractor Type
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Fees

Fee	Description	Notes	Amount
Demolition			\$50.00
3%	CCFEE		\$1.50
Total			\$51.50



Permit #: 240592
Permit Date: 08/14/24
Permit Type:
Permit Type: Residential
Applicant Name: Edwin Meldancco
Type of Construction: Remodel
Phone Number: 2147341898
Applicant Address: 1528 Trout Rd
City, State, Zip: Hutchins, TX 75141
Description: Shed Remodel
Valuation: 0
Square Feet A/C: 0
Garage/Other Sq Ft: 0
Total Sq Ft Under Roof: 1500
Type of Material:
Height:
Linear Feet:
Status: Issued
TAHPDR and NEWSHAP Approval:
TAHPDR and NEWSHAP Approval Date:
Roadway Impact: 0
Sewer Impact: 0
Water Impact: 0
Additional Impervious Surface Area: 0.00
Assigned To: Tim Rawlings I-2550/Blake Moore

Property

Parcel #	Address	Legal Description	Owner Name	Owner Phone	Zoning
65049912410240000	1528 TROUT RD	TR 24 ACS 11.03	PALACIOS GHISLAIME VENEZZA CASTRO		Commercial

Contractors

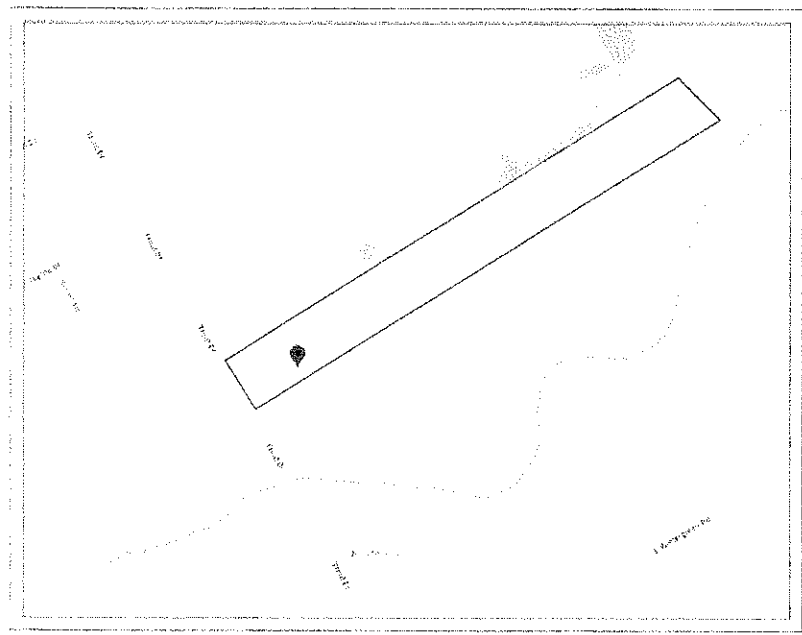
Status	License Applied Date	License Issued Date	Business Name	Contractor Type
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Inspections

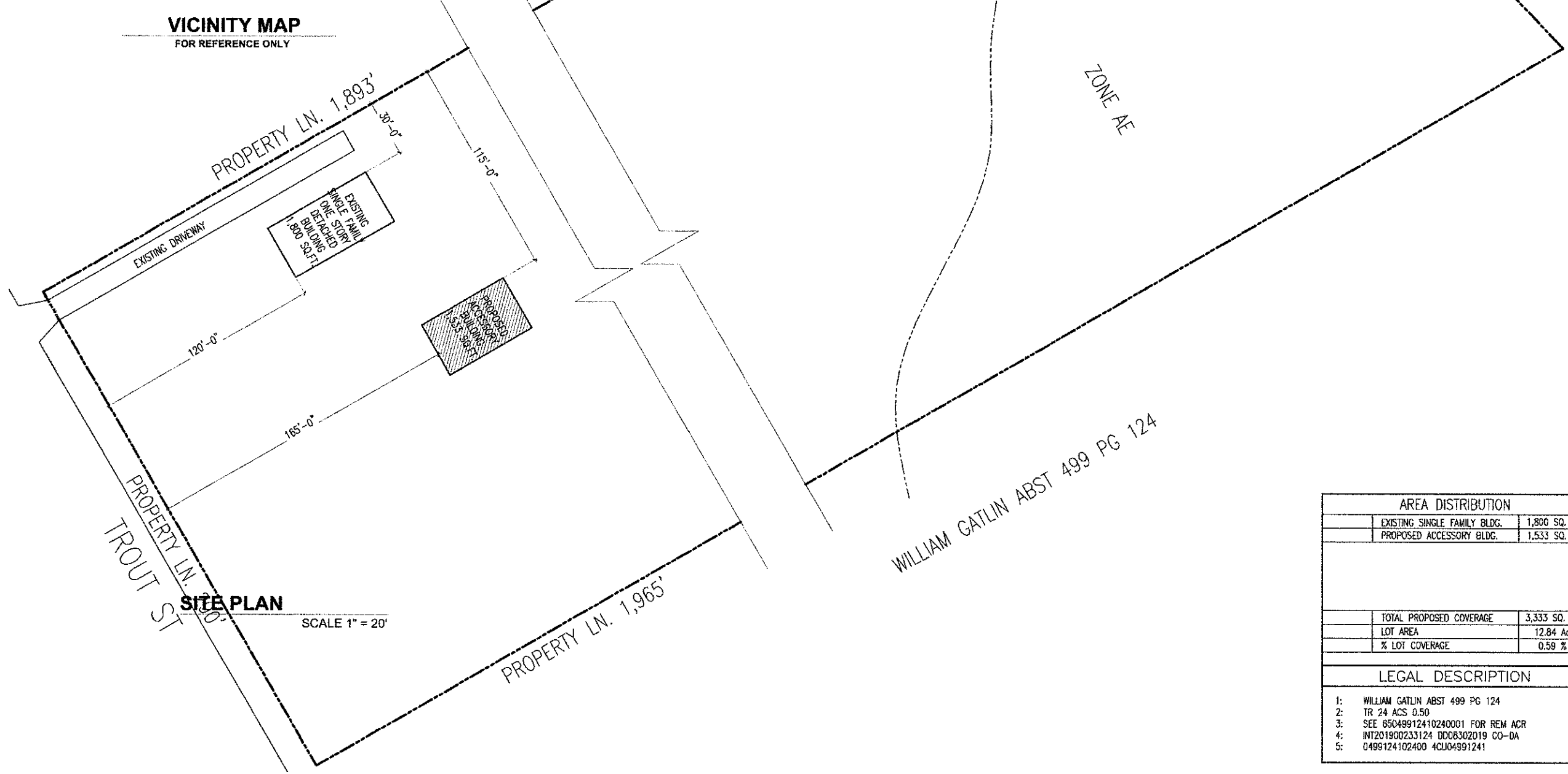
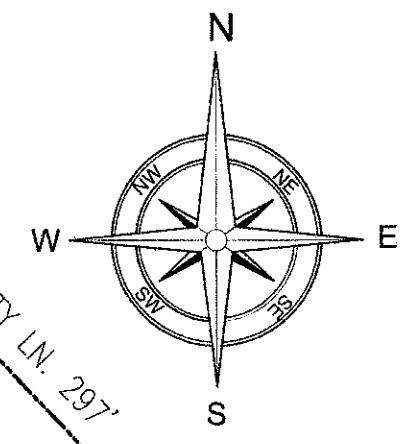
Date	Inspection Type	Description	Scheduled Date	Completed Date	Inspector	Status
08/22/2024	Foundation	9:00 rebar	08/23/2024	08/23/2024	Blake Moore I-4249	Passed

Fees

Fee	Description	Notes	Amount
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VICINITY MAP
FOR REFERENCE ONLY



SITE PLAN
SCALE 1" = 20'

AREA DISTRIBUTION	
EXISTING SINGLE FAMILY BLDG.	1,800 SQ. FT.
PROPOSED ACCESSORY BLDG.	1,533 SQ. FT.

TOTAL PROPOSED COVERAGE	3,333 SQ. FT.
LOT AREA	12.84 Ac
% LOT COVERAGE	0.59 %

LEGAL DESCRIPTION	
1:	WILLIAM GATLIN ABST 499 PG 124
2:	TR. 24 ACS 0.50
3:	SEE 85049912410240001 FOR REM ACR
4:	INT201900233124 DDO8302019 CO-DA
5:	0499124102400 4CU04991241



rcplans@outlook.com

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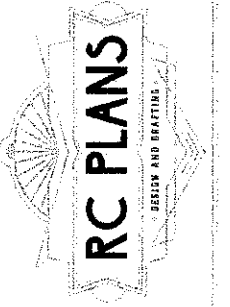
USE:	RESIDENTIAL NEW CONSTRUCTION
PLAN:	SITE PLAN
DRAWN BY:	RC PLANS
DATE:	11/06/2024
SCALE:	1" = 20'-0"

ADDRESS:

1528
TROUT DR,
HUTCHINS,
TX 75141

PAGE NUMBER:

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RESIDENTIAL NEW CONSTRUCTION	FLOOR PLAN	RC PLANS	11/06/2024	1/8" = 1'-0"
USE:	PLAN:	DRAWN BY:	DATE:	SCALE:

ADDRESS:
**1528 TROUT DR,
HUTCHINS,
TX 75141**

PAGE NUMBER:
01

IECC 2018 GREEN/ENERGY CODE COMPLIANCE FOR HOME

ALL GREEN/ENERGY SYSTEMS MUST MEET THE REQUIREMENTS FROM THE CHAPTER 4 OF THE INTERNATIONAL ENERGY CONSERVATION CODE, REFERED TO RESIDENTIAL ENERGY EFFICIENCY. IF ANY ITEM IS NOT LISTED BELOW REFER TO THE MENTIONED CHAPTER.

- STORMWATER:**
 - 1.1. 70% OF NON-ROOF AREA HAS VEGETATIVE LANDSCAPE, PERMEABLE PAVING OR SLOPED FOR RUNOFF TO A PERMANENT FILTRATION FEATURE.
- WATER EFFICIENCY:**
 - 2.1. LAVATORY FAUCETS MUST HAVE AN AVERAGE FLOW RATE OF 2.0 GALLONS PER MINUTE OR LESS.
 - 2.2. SHOWERS HEADS MUST HAVE AN AVERAGE FLOW RATE OF 2.0 GALLONS PER MINUTE OR LESS.
 - 2.3. TOILETS MUST HAVE AN AVERAGE FLOW RATE OF:
 - 2.3.1. LESS THAN OR EQUAL TO 1.3 GALLONS PER FLUSH.
 - 2.3.2. DUAL FLUSH COMPLYING WITH ASME A 112.19.14.
 - 2.3.3. COMPLY WITH US EPA WATER SENSE.
 - 2.4. ENERGY STAR DISHWASHER.
 - 2.5. ENERGY STAR CLOTHES WASHER.
- HEAT ISLAND MITIGATION:**
 - 3.1. ENERGY STAR QUALIFIED ROOF SYSTEM FOR ROOF WITH SLOPE OF 2:12 OR GREATER.
 - 3.2. RADIANT BARRIER IN ATTIC WITH CONVENTIONAL SHINGLES.
 - 3.3. ENCAPSULATED FOAM INSULATION BETWEEN THE ROOF RAFTERS (R-22 OR GREATER).
 - 3.4. WINDOWS AND DOORS MUST BE SEALED WITH FOAM OR CAULK.
 - 3.5. SILL PLATE MUST BE SEALED ON THE INSIDE WITH FOAM OR CAULK.
 - 3.6. ALL WALL PENETRATIONS TO THE EXTERIOR MUST BE SEALED WITH FOAM OR CAULK.
 - 3.7. BLOWER DOOR TESTING IS MANDATORY. NOT TO EXCEED 4 AIR CHANGES PER HOUR AT 50 PASCALS.
- DUCTS AND AIR SEALING**
 - 4.1. DUCTS MUST BE TESTED AND VERIFIED TO HAVE TOTAL LEAKAGE OF NO MORE THAN 4 FT³/MIN PER 100 SQUARE FOOT (OR 3 CFM IF AIR HANDLER IS NOT INSTALLED), EXCEPT WHERE AIR HANDLER AND ALL DUCTS ARE LOCATED INSIDE CONDITIONED SPACE. AIR HANDLERS AND FILTER BOXES MUST ALSO BE PROPERLY SEALED.
 - 4.2. HVAC AND DUCTWORK LOCATED OUTSIDE OF FIRE RATED ENVELOPE OF GARAGE.
 - 4.3. THE BUILDING ENVELOPE IS REQUIRED TO BE PROPERLY SEALED AND TESTED, AND VERIFIED AS HAVING AN AIR LEAKAGE RATE NO HIGHER THAN 3 ACH AT 0.20 INCH W.G. (50 PASCALS).
 - 4.4. SUPPLY AND RETURN DUCTS IN ATTICS SHALL BE SEALED AND INSULATED WITH R-8 WHEN DUCTS IS 3" OR GREATER, R-6 WHEN 3" OR LESS AND EXEMPT WHEN COMPLETELY INSIDE CONDITIONED SPACE.
- INSULATION:**
 - 5.1. ALL WINDOW FENESTRATION U-FACTOR FOR CITY MUST BE 0.35, SKYLIGHT U-FACTOR 0.55 AND GLAZED FENESTRATION SHGC 0.25.
 - 5.2. CEILINGS MUST BE INSULATED WITH R-38, IF NO ATTIC SPACE R-30, THIS REDUCTION IS LIMITED TO 500 SQUARE FEET (46 M²) OR 20% OF THE TOTAL INSULATED CEILING AREA, WHICHEVER IS LESS.
 - 5.3. ATTIC ACCESS LADDERS AND OR HATCHES, MUST BE INSULATED THE SAME AS THE ATTIC AND HAVE A WEATHER SEAL.
 - 5.4. ALL EXTERIOR WALLS MUST BE INSULATED WITH R-20 CAVITY OR R-13 CAVITY WITH R-5 CONTINUOUS INSULATION OR HIGHER.
 - 5.5. CRAWL SPACE WALLS MUST BE INSULATED WITH T-5 CONTINUOUS OR R-13 CAVITY INSULATION, WITH VAPOR BARRIER OVER EXPOSED EARTH.
 - 5.6. PIER AND BEAM OR ANY OTHER RAISED FLOOR SYSTEM MUST BE INSULATED WITH R-19 INSULATION OR HIGHER.
- HVAC SYSTEMS**
 - 6.1. TEMPERATURE CONTROLS MUST BE INSTALLED, INCLUDING A PROGRAMMABLE THERMOSTAT CONTROLLING THE PRIMARY HEATING AND COOLING SYSTEM. MECHANICAL SYSTEM PIPING MUST BE INSULATED TO A MINIMUM OF R-3. HOT WATER PIPING 3/4" IN DIAMETER OR LARGER AND ALL HOT WATER PIPING IN CERTAIN APPLICATIONS MUST BE INSULATED TO R-3.
 - 6.2. PIPES CARRYING FLUID OVER 104° OR BELOW 55° MUST BE INSULATED WITH R-13.
 - 6.3. LIGHTNING:
 - 6.4. A MINIMUM OF 75% OF LAMPS IN PERMANENTLY INSTALLED FIXTURES MUST BE HIGH-EFFICACY AS DEFINED IN THE IECC.

WINDOWS SCHEDULE

ITEM	SIZE	QUANTITY	TYPE
1	5'-0" X 4'-0"	1	SH
2	3'-0" X 5'-0"	7	SH
3	2'-0" X 3'-0"	1	SH

SH = SINGLE HUNG

DOORS SCHEDULE

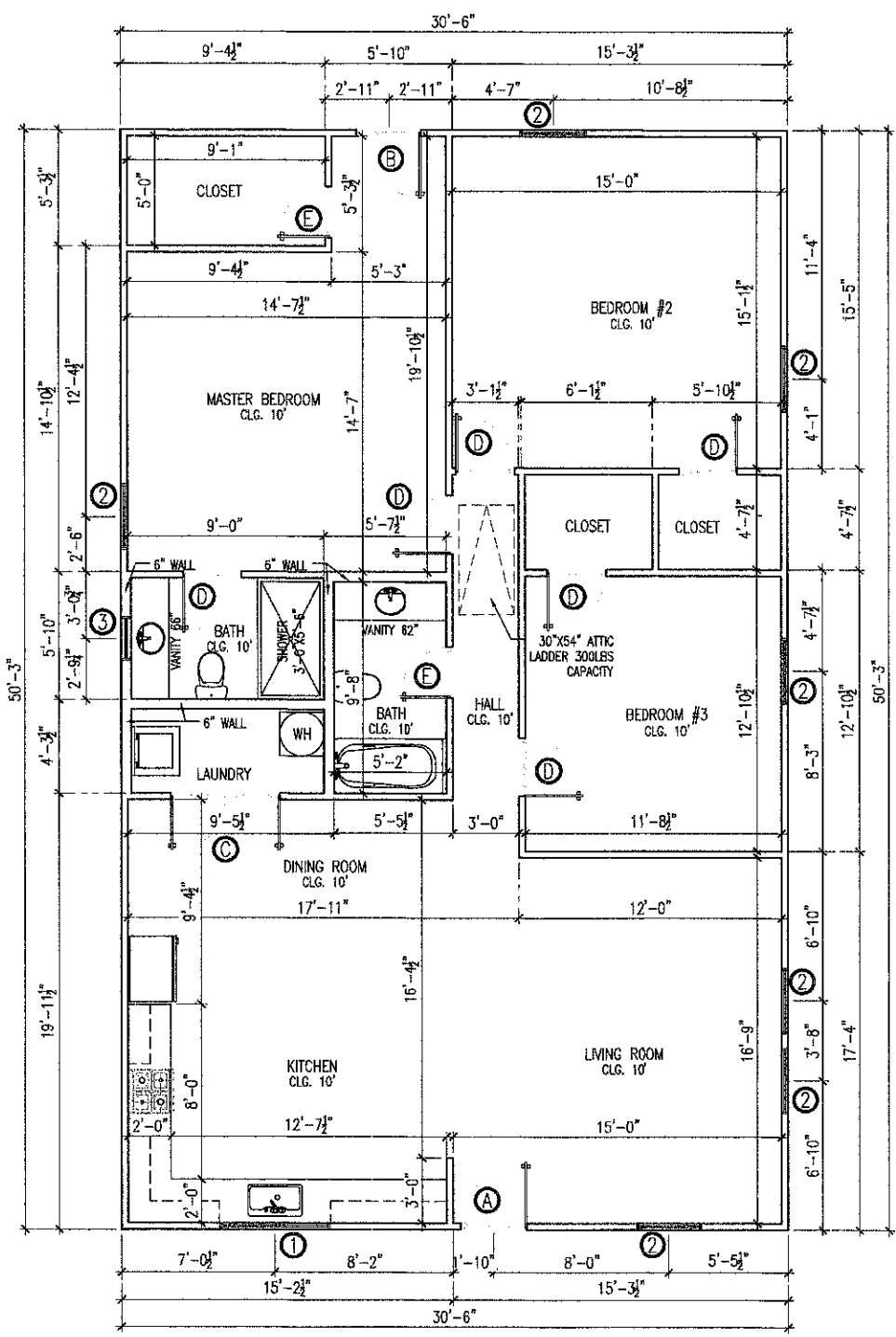
ITEM	SIZE	QUANTITY	TYPE
A	3'-0" X 8'-0"	1	SHS
B	3'-0" X 8'-0"	1	SHS/GLS
C	5'-0" X 6'-8"	1	FR
D	2'-8" X 6'-8"	6	SHH
E	2'-4" X 6'-8"	2	SHH

SHS = SINGLE HINGED SOLID CORE
SHH = SINGLE HINGED HOLLOW CORE
GLS = GLASS PANEL
FR = FRENCH

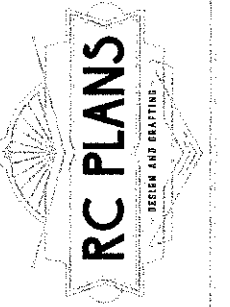
- CURRENT CITY CODES:**
- 2018 International Building Code
 - 2018 International Residential Code
 - 2018 International Energy Conversational Code
 - 2018 International Fuel Gas Code
 - 2018 International Mechanical Code
 - 2018 International Plumbing Code
 - 2018 International Existing Building Code
 - 2018 International Fire Code
 - 2017 National Electrical Code

AREA

DESCRIPTION	AREA
PROPOSED LIVING AREA	1,533 SQ.FT.

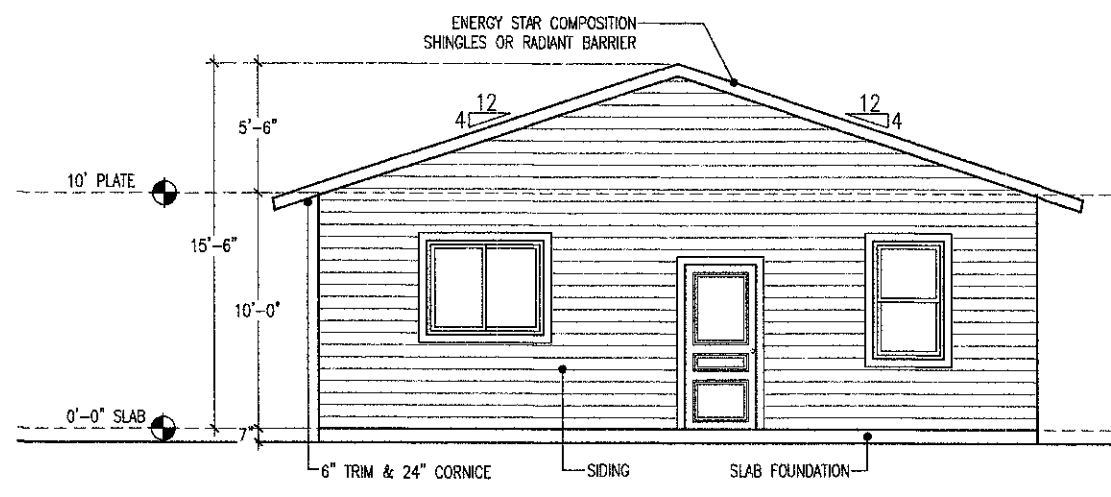


PROPOSED FLOOR PLAN
SCALE 1/8" = 1'-0"

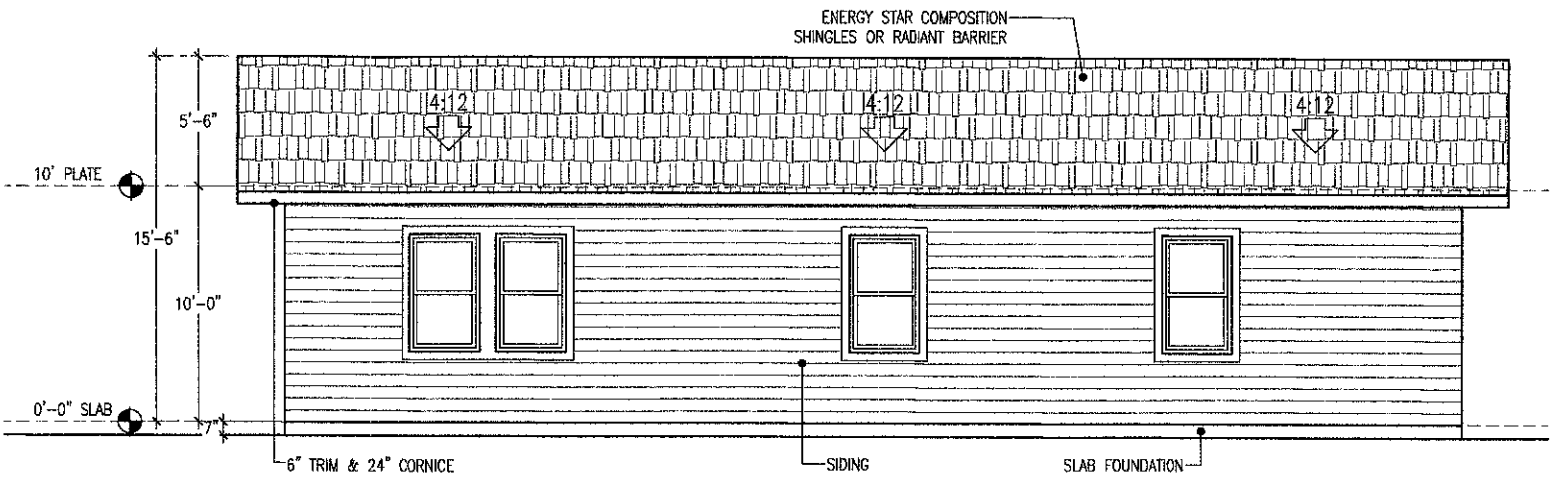


rcplans@outlook.com

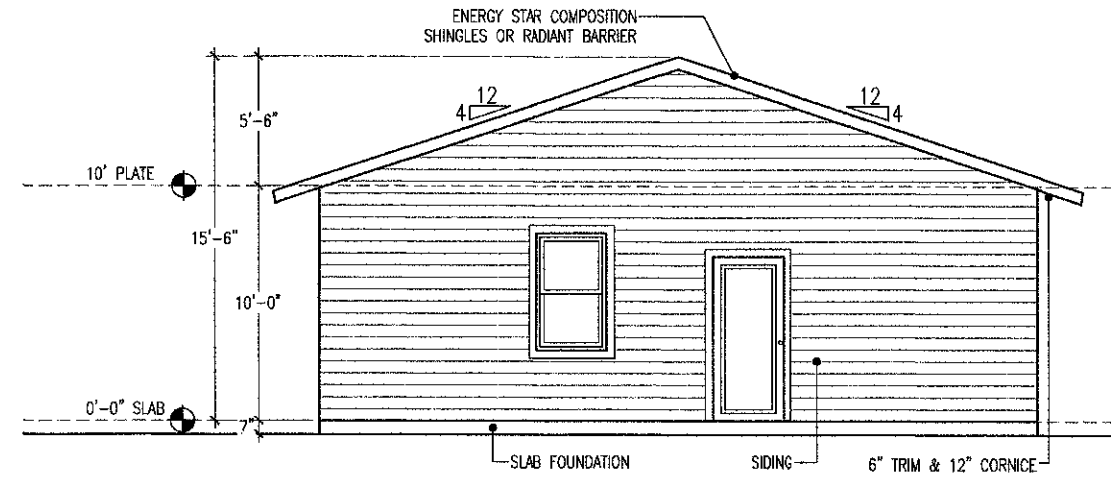
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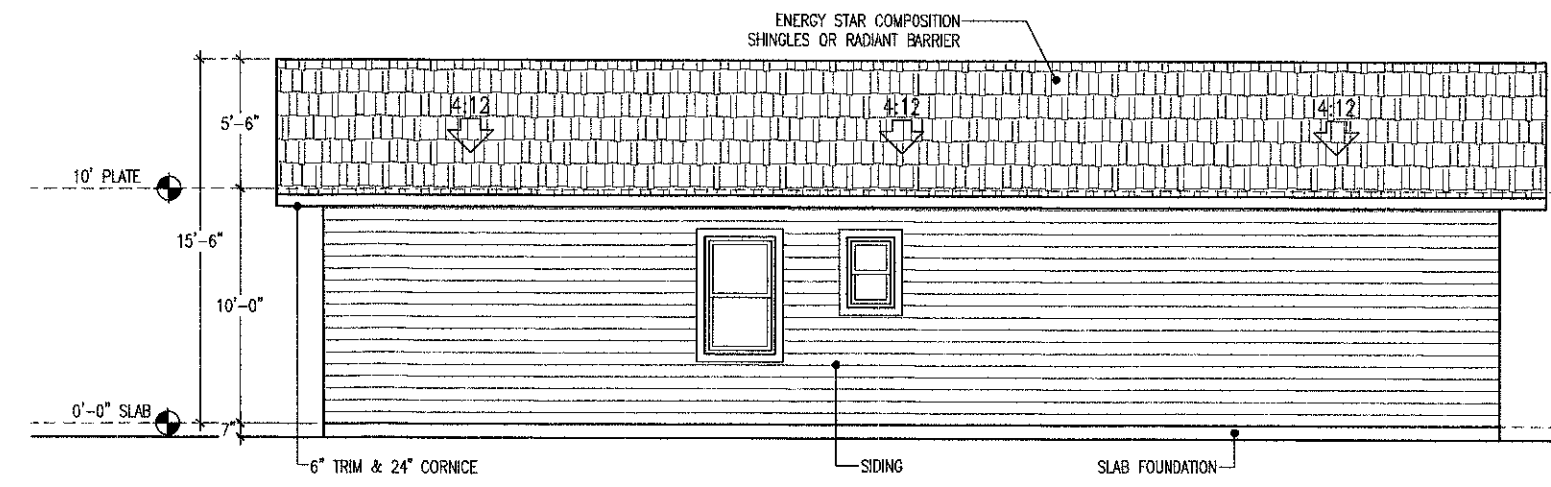
PROPOSED FRONT ELEVATION
SCALE 1/8" = 1'-0"



PROPOSED RIGHT ELEVATION
SCALE 1/8" = 1'-0"



PROPOSED REAR ELEVATION
SCALE 1/8" = 1'-0"



PROPOSED LEFT ELEVATION
SCALE 1/8" = 1'-0"

RESIDENTIAL NEW CONSTRUCTION	ELEVATIONS PLAN	RC PLANS	11/06/2024	1/8" = 1'-0"
USE:	PLAN:	DRAWN BY:	DATE:	SCALE:

ADDRESS:

1528 TROUT DR,
HUTCHINS,
TX 75141

PAGE NUMBER:

02



- Chairman Joseph Matthews**
- Vice Chairwoman Marie Harris**
- Commissioner Tod Davis**
- Commissioner Don Pressler**
- Commissioner Teronika Gaines**
- Commissioner James Spence – Alt.**

Hutchins City Hall
321 N. Main Street
Hutchins, TX 75141
www.cityofhutchins.org

MINUTES
HUTCHINS PLANNING AND ZONING COMMISSION
November 21, 2024
REGULAR MEETING – 6:00 P.M.

A meeting of the Planning and Zoning Commission of the City of Hutchins was conducted on November 21, 2024, at 6:00 p.m.at the Hutchins City Hall Hutchins, Texas 75141.

A. CALL TO ORDER.

Chairman Matthews called the meeting to order at 6:05 p.m.
 Mr. James Spence gave the invocation.
 The pledge of allegiance was performed.

Members Present:
 Chairman Joseph Matthews
 Commissioner Tod Davis
 Commissioner Don Pressler
 Commissioner Teronika Gaines
 Commissioner James Spence – (A)

Members Absent:

 Commissioner Marie Harris

B. CITIZEN COMMENTS

No citizens' comments were made.

C. PRESENTATIONS

No presentations were given.

D. CONSENT AGENDA

No items on the consent agenda.

E. PUBLIC HEARINGS

- 1. Consider a text amendment to the City of Hutchins Zoning Ordinance, Exhibit 14B Zoning Text Amendments, Part III Port Industrial District, Section 3 Height Regulations (A.) Maximum Building Height. Changing the maximum height from 110' feet to 140' feet.**

Public hearing opened at 6:15PM. Tim presented the item, the public hearing closed at 6:17PM.

Commissioner Davis made a motion to approve the Text Amendment. Commissioner Gaines seconded to the motion to approve. Motion carried 4-0.

F. REGULAR AGENDA

- 1. Discuss and consider the election of a new President, for a one-year term ending July 2025.**

Commissioner Davis made a motion to table the item to next month due to absent members. Commissioner Gaines seconded the motion. Motion carried 4-0 and the item has been tabled to the December meeting.

- 2. Discuss and consider the election of a new Vice President, for a one-year term ending July 2025.**

Commissioner Davis made a motion to table the item to next month due to absent members. Commissioner Gaines seconded the motion. Motion carried 4-0 and the item has been tabled to the December meeting.

- 3. Discuss and consider the election of a new Secretary, for a one-year term ending July 2025.**

Commissioner Davis made a motion to table the item to next month due to absent members. Commissioner Gaines seconded the motion. Motion carried 4-0 and the item has been tabled to the December meeting.

- 4. Discuss and consider a request by Drew Lonigro (Hanna Surveying and Engineering) representing the property owner Amit Patel (SPAT Hutchins LLC) for a final plat of the Shobhana Patel Communities 1 Addition, Lot 1 Block 1, 4.825 tract of land located in the ETJ, North of East Wintergreen Road and South of Dowdy Ferry Road commonly addressed as 1400 Trout Road.**

Commissioner Davis made a motion to approve the final plat. Commissioner Gaines seconded the motion to approve. Motion carried 4-0.

- 5. Approval of the October 24, 2024, Minutes.**

Commissioner David made a motion to approve the minutes with a correction needed to be made. Commissioner Gaines seconded the motion to approve. Motion carried 4-0.

G. ITEMS OF COMMUNITY INTEREST

1. The items of community interest were read into the record.

H. ADJOURN

Commissioner Davis made a motion to adjourn. Commissioner Gaines seconded the motion Approved by a 4-0 roll call vote. The meeting was adjourned at 6:22 PM.

APPROVED:

Joseph Matthews
Chairman

Marie Harris
Vice Chairman

Recording Secretary