

# SUMMARY NOTES PLAN COMMISSION WORK SESSION

October 25, 2022 – 5:00 PM  
WACO CONVENTION CENTER  
DECORDOVA ROOM

## COMMITTEE MEMBERS PRESENT:

### Members Present:

*In-Person:* Dominic Braus, Tara Briscoe, Nathan Embry, Ross Harris, Gavin Lane, Jason Ramos, Katherine Reynolds

*Absent:* Jed Cole, Adrian Fajardo, Rae Jefferson, Chase Smith, Jeremy Vickers

### Others Present:

*In-Person:* Alason Duncan, Planner; Aneela Ansar, Senior Planner; Beatriz Wharton, Planning Services Manager; Christine Miller, Public Works Traffic Engineer; Mark Boyd, Urban Planner; Will Conrad, Assistant City Attorney

**Note:** This meeting was recorded. (Plan Commission 10/25/2022)

Item No.	Description
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## PLAN COMMISSION WORK SESSION AGENDA

Vice Chairperson Jason Ramos called the meeting of the Plan Commission to order at 5:30 PM.

### A. DISCUSSION OF SUBDIVISIONS

1. Final Plat and Construction Plans of the Texas Central Addition, Lots 9-10, Block 7
2. Preliminary Plat of the Lake Waco Business Park Addition
3. Preliminary Plat of the Prairie View Estates Addition

### B. DISCUSSION OF ZONING APPLICATIONS

4. Z-22-54 Karlie Linehan, on behalf of Skyway Holdings, LLC – 1029 N. Loop Drive – Renewal of a Special Permit for a Contractor's Shop in a C-3 District

### MOTION

5. Z-22-58 Will Winkelmann, on behalf of Chad West d/b/a Snap Clean Car Wash – 2314 Marketplace Drive – Special Permit for an Automobile Car-Washing Establishment in a C-2 District

**MOTION**

6. Z-22-65 Ryan and Madison Thomas – 10341 Fallen Leaf Drive – Special Permit for Short Term Rental Type I in an R-1B District

**MOTION**

7. Z-22-66 Jackson Luckin – 4608 Bagby Avenue – Special Permit for Short Term Rental Type I in an R-1B District

**MOTION**

8. Z-22-67 Mary Wise and John Calaway, on behalf of Mission Waco, Mission World, Inc. – 1217 Mary Avenue – Renewal of a Special Permit for a Shelter in a C-5 District

**MOTION**

9. Z-22-62 Brian Schroeder, on behalf of LMK Enterprises, LLC – 0.23 acres (10,000 square feet) of property described as being all of that tract of land located in the City of Waco, McLennan County, Texas, being a portion of Lot 13, Block 1 of the Westwood Addition to the City of Waco, McLennan County, Texas, as shown on the plat recorded in McLennan County Clerk's Document 2015032996 of the Official Public Records of McLennan County, Texas, known as 4901 Franklin Avenue – Rezone from M-2 to C-2

**MOTION**

10. Z-22-64 Sandra Leanos, Alfredo Rios, and City of Waco – 1700, 1701, 1704, 1705, 1708, 1709, 1711, 1712, and 1714 Proctor Avenue
- A. Land Use Designation Change from Mixed Use Flex and Medium Density Residential Office Flex to Urban Residential
  - B. Rezone from C-2 and C-3 to R-1B

**MOTION**

11. Z-22-70 Nathan Embry – 1500 Benton Avenue – Rezone from R-1B to R-2

**MOTION**

12. Z-22-71 William Fuller – 1324 Cherry Street – Rezone from R-1B to R-2

**MOTION**

**C. DISCUSSION OF ABANDONMENTS**

13. ABD-22-8 Beth Arnold – Abandonment of a portion of alley between Cumberland Avenue and Maple Avenue (adjacent to 1625 Maple Avenue) described as 0.023 Acre tract being a portion of a 20-foot alley part of the Waco Improvement Company Addition to the City of Waco, McLennan County, Texas, as per plat of record in Volume 86, Page 166, Deed Records, McLennan County, Texas

**MOTION**

14. ABD-22-9 Joe Amaro – Abandonment of an alley between a previously abandoned 20' alley and Dallas Street; Being all that tract of land located in the City of Waco, McLennan County, Texas, being a portion of a 20-foot-wide alley in Block 12 of the Renick's Addition to the City of Waco as shown on the plat recorded in Volume 28, Page 502 of the Deed Records of McLennan County, Texas

**MOTION**

15. ABD-22-10 Andrew Bourgeois, on behalf of WAGBOO Properties – Abandonment of the ROW of Jackson Ave, between 10th & 11th Street; 0.11 acres of land in the City of Waco, McLennan County, Texas, being a part of Jackson Avenue as shown in Block B of the J. W. Mann's Addition, to the City of Waco, McLennan County, Texas, as per plat recorded in Volume 28, Page 243 of the Deed Records of McLennan, County, Texas

**MOTION**

16. ABD-22-11 Beth Arnold, on behalf of Bill Wetterman – Abandonment of a portion of an alley located near Jefferson Ave & N 9<sup>th</sup> Street; a 0.075-acre parcel of land located within Farm Lot 17 of the City of Waco, McLennan County, Texas and being

a portion of a 20-foot-wide alley located between Columbus Avenue and Jefferson Avenue

**MOTION**

**D. ANNEXATIONS**

17. ANX-22-4 Swanson Realty, Ltd – One request for the voluntary annexing of territory, designating the Comprehensive Plan land use designation for the said territory as Industrial, designating M-2 Light Industrial District zoning for the said territory, and extending the boundary limits of said City to include the territory described as Lot 13, Block 1 of the Texas Central South Addition, known as 5759 Bagby Avenue, and further located within Waco’s Extraterritorial Jurisdiction

**MOTION**

**E. STREET CLOSURES**

18. City of Waco – Closure of the At-Grade Railroad Crossing at Oxygen Drive (DOT# 790-612A, RRMP 681.6) for its replacement by frontage road bridge crossings

**A. ELECTION OF OFFICERS FOR CHAIR AND VICE-CHAIR**

**MOTION(S)**

**COMMITTEE REPORTS**

- Commission’s requests for information.
- Commission’s requests for scheduling agenda items.
- Commission and Staff Announcements.
- Scheduling of future meetings.
- Staff report and discussion of City Council’s action on agenda items reviewed by Plan Commission on September 14, 2022, and September 27, 2022.

There being no further business, the meeting was adjourned at 6:58 PM.

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Ross Harris, Chairperson  
Approved:

Prepared by: Griselda Lopez  
Planning Services

DRAFT

# SUMMARY NOTES PLAN COMMISSION BUSINESS SESSION

September 27, 2022 – 7:00 PM  
WACO CONVENTION CENTER  
BOSQUE THEATER

## COMMITTEE MEMBERS PRESENT:

### Members Present:

*In-Person:* Dominic Braus, Tara Briscoe, Nathan Embry, Ross Harris, Gavin Lane, Jason Ramos, Katherine Reynolds

*Absent:* Jed Cole, Adrian Fajardo, Rae Jefferson, Chase Smith, Jeremy Vickers

### Others Present:

*In-Person:* Alason Duncan, Planner; Aneela Ansar, Senior Planner; Beatriz Wharton, Planning Services Manager; Christine Miller, Public Works Traffic Engineer; Mark Boyd, Urban Planner; Will Conrad, Assistant City Attorney

**Note:** This meeting was recorded. (Plan Commission 10/25/2022)

Item No.	Description
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Vice Chairperson Jason Ramos called the meeting of the Plan Commission to order at 7:02 PM.

### 1. MINUTES

Approval of the minutes from the Work Session held on September 14, 2022.  
Approval of the minutes from the Business Session held on September 27, 2022.

#### Disposition by the Commission:

Stand approved as written.

### 2. Discussion between the Commission and City Council Liaison regarding Commission activities and appointments.

## A. SUBDIVISIONS

1. Final Plat and Construction Plans of the Texas Central Addition, Lots 9-10, Block 7
3. Preliminary Plat of the Prairie View Estates Addition

Planning Services recommends **APPROVAL** of Items 1 and 3.

**Persons in favor:**

None.

**Persons opposed:**

None.

**Disposition by the Commission:**

Motion by Mr. Ramos to **approve** the plat and construction plans (when applicable) for Item 1 and 3 listed above. Seconded by Mr. Lane.

**VOTE:** (7,0) to **approve Items 1 and 3.**

2. Preliminary Plat of the Lake Waco Business Park Addition

Planning Services recommends **APPROVAL WITH CONDITIONS** of Item 2.

**Persons in favor:**

David Mark; CP&Y

**Persons opposed:**

None.

**Disposition by the Commission:**

Motion by Ms. Reynolds to **APPROVE with conditions** the plat for Item 2 listed above. Seconded by Ms. Briscoe.

**VOTE:** (7,0) to **approve Item 2.**

**B. ZONING APPLICATIONS**

4. **Z-22-54** Karlie Linehan, on behalf of Skyway Holdings, LLC – 1029 N. Loop Drive – Renewal of a Special Permit for a Contractor’s Shop in a C-3 District

Planning Services received a request from the applicant to continue this case to the November 14, 2022, Plan Commission Meeting. City Staff recommends approval of the request for continuance.

**Notices Mailed:**

24 mailed; 0 returned

**Persons in favor:**

None

**Persons opposed:**

None

**Disposition by the Commission:**

Motion by Mr. Lane to **continue** the request for Item 4 listed above to the November 14, 2022, Plan Commission Meeting. Seconded by Mr. Ramos.

**VOTE:** (6,0) to **approve continuance of Item 3 to the November 14, 2022 meeting.**

5. **Z-22-58** Will Winkelmann, on behalf of Chad West d/b/a Snap Clean Car Wash – 2314 Marketplace Drive – Special Permit for an Automobile Car-Washing Establishment in a C-2 District

Planning Services recommends **APPROVAL** of the special permit subject to the special provisions and conditions and based on the following findings\*:

1. That the proposed use is consistent with the comprehensive plan and the purposes and intent of Chapter 28-Zoning of the Code of Ordinances of the City of Waco.
2. That the proposed use is compatible with the appropriate and orderly development of the area in which it is located.
3. That the proposed use would not be more objectionable to neighboring properties because of traffic congestion, noise, fumes, vibrations or any other characteristics than any use permitted in the zoning district without the grant of a special exception.
4. That available community facilities and services, including the road system providing access to the proposed use, are adequate for the proposed use.

\* These findings are required for the granting of a special permit as per Section 28-122 of the City of Waco Zoning Ordinance.

**Notices Mailed:**

16 mailed; 0 returned

**Persons in favor:**

Chris McGowan; 2501 Briarcliff

**Persons opposed:**

None

**Disposition by the Commission:**

Motion by Mr. Ramos to **approve** the special permit for Item 5 listed above, subject to special provisions and conditions. Seconded by Ms. Reynolds.

**VOTE:** (7,0) to **approve Item 5.**



6. **Z-22-65** Ryan and Madison Thomas – 10341 Fallen Leaf Drive – Special Permit for Short Term Rental Type I in an R-1B District

Planning Services recommends **APPROVAL to continue** this case to the November 14, 2022 Plan Commission Meeting.

**Notices Mailed:**

39 mailed; 2 returned, by email opposed

**Persons in favor:**

Ryan Thomas; 10341 Fallen Leaf Dr. (Applicant)

**Persons opposed:**

None

**Disposition by the Commission:**

Motion by Ms. Briscoe to **continue** the request for Item 6 listed above to the November 14, 2022, Plan Commission Meeting. Seconded by Mr. Ramos.

**VOTE:** (7,0) to **approve continuance for Item 6 to the November 14, 2022 meeting.**

7. **Z-22-66** Jackson Luckin – 4608 Bagby Avenue – Special Permit for Short Term Rental Type I in an R-1B District

Planning Services recommends **APPROVAL** of the special permit subject to the special provisions and conditions and based on the following findings\*:

1. That the proposed use is consistent with the comprehensive plan.
2. That the proposed use is compatible with the appropriate and orderly development of the area in which it is located.
3. That the proposed use would not be more objectionable to neighboring properties because of traffic congestion, noise, fumes, vibrations or any other characteristics than any use permitted in the zoning district without the grant of a special exception.
4. That available community facilities and services, including the road system providing access to the proposed use, are adequate for the proposed use.

\* These findings are required for the granting of a special permit as per Section 28-122 of the City of Waco Zoning Ordinance.

**Notices Mailed:**

21 mailed; 0 returned

**Persons in favor:**

None

**Persons opposed:**

None

**Disposition by the Commission:**

Motion by Mr. Lane to **approve** the special permit for Item 7 listed above with conditions. Seconded by Ms. Briscoe.

**VOTE:** (7,0) to **approve Item 7.**

8. **Z-22-67** Mary Wise and John Calaway, on behalf of Mission Waco, Mission World, Inc. – 1217 Mary Avenue – Renewal of a Special Permit for a Shelter in a C-5 District

Planning Services recommends **APPROVAL** of the special permit renewal subject to the special provisions and conditions and based on the following findings\*:

1. That the proposed use is consistent with the comprehensive plan.
2. That the proposed use is compatible with the appropriate and orderly development of the area in which it is located.
3. That the proposed use would not be more objectionable to neighboring properties because of traffic congestion, noise, fumes, vibrations or any other characteristics than any use permitted in the zoning district without the grant of a special exception.
4. That available community facilities and services, including the road system providing access to the proposed use, are adequate for the proposed use.

\* These findings are required for the granting of a special permit as per Section 28-122 of the City of Waco Zoning Ordinance.

**Notices Mailed:**

16 mailed; 1 returned in favor

**Persons in favor:**

None

**Persons opposed:**

None

**Disposition by the Commission:**

Motion by Mr. Ramos to **approve** Item 8 listed above, subject to special provisions and conditions. Seconded by Ms. Reynolds.

**VOTE:** (7, 0) to **approve Item 8.**

9. **Z-22-68** Brian Schroeder, on behalf of LMK Enterprises, LLC – 0.23 acres (10,000 square feet) of property described as being all of that tract of land located in the City of Waco, McLennan County, Texas, being a portion of Lot 13, Block 1 of the Westwood Addition to the City of Waco, McLennan County, Texas, as shown on the plat recorded in McLennan County Clerk’s Document 2015032996 of the Official Public Records of McLennan County, Texas, known as 4901 Franklin Avenue – Rezone from M-2 to C-2

Planning Services recommends **APPROVAL** of this request to change the zoning from **M-2 to C-2** based on the following findings:

1. The proposed zoning is in conformance with the land use component of the Comprehensive Plan.
2. The public infrastructure is adequate to provide for uses allowed in the C-2 zoning district.
3. The property meets all the size & width requirements for C-2 zoning.
4. Commercial is the dominant zoning along this side of Franklin Avenue.

**Notices Mailed:**

7 mailed; 0 returned

**Persons in favor:**

Applicant present for questions only

**Persons opposed:**

None

**Disposition by the Commission:**

Motion by Mr. Braus to **approve** Item 9 listed above. Seconded by Mr. Lane.

**VOTE:** (7,0) to **approve Item 9.**

10. **Z-22-69** Sandra Leanos, Alfredo Rios, and City of Waco – 1700, 1701, 1704, 1705, 1708, 1709, 1711, 1712, and 1714 Proctor Avenue
- A. Land Use Designation Change from Mixed Use Flex and Medium Density Residential Office Flex to Urban Residential
  - B. Rezone from C-2 and C-3 to R-1B

Planning Services recommends **APPROVAL** of the land use designation change from **MIXED USE FLEX and MEDIUM DENSITY RESIDENTIAL OFFICE FLEX to URBAN RESIDENTIAL** based on the following findings:

1. The public infrastructure is adequate to provide for zoning districts allowed in the proposed urban residential land use designation.
2. There is urban residential land use in the vicinity of the subject property.

Planning Services recommends **APPROVAL** of this request to change the zoning from **C-2 and C-3 to R-1B** based on the following findings:

1. The proposed zoning is in keeping with the land use component of the Comprehensive Plan as revised.
2. The public infrastructure is adequate to provide for uses allowed in the R-1B zoning district.
3. The property meets all the size & width requirements for R-1B zoning.
4. There is R-1B zoning adjacent to the subject property.
5. The proposed R-1B zoning is more compatible with the surrounding area than the existing C-2 and C-3 zoning.
6. R-1B zoning brings the existing residential uses into conformance with the zoning ordinance.

**Notices Mailed:**

40 mailed; 0 returned

**Persons in favor:**

None

**Persons opposed:**

None

**Disposition by the Commission:**

Motion by Ms. Briscoe to **approve** Item 10 listed above, based on staff findings.  
Second by Mr. Lane.

**VOTE:** (7,0) to **approve Item 10.**

11. **Z-22-70** Nathan Embry – 1500 Benton Avenue – Rezone from R-1B to R-2

Planning Services recommends **APPROVAL** of this request to change the zoning from **R-1B to R-2** based on the following findings:

1. The proposed zoning is in conformance with the land use component of the Comprehensive Plan.
2. The property meets all the area and width requirements for the R-2 zoning district.
3. The existing public infrastructure is adequate to provide for uses allowed in the R-2 zoning district.

4. There is other medium and high-density zoning in the vicinity of the subject property.

**Notices Mailed:**

24 mailed; 0 returned

**Persons in favor:**

None

**Persons opposed:**

None

**Disposition by the Commission:**

Motion by Ms. Reynolds to **approve** Item 11 listed above, based on staff findings. Second by Mr. Lane.

**VOTE:** (6,0) to **approve Item 11** (Nathan Embry- Affidavit of Substantial Interest-Disqualified).

## C. DISCUSSION OF ORDINANCE ABANDONMENTS

12. **ABD-22-9** Joe Amaro – Abandonment of a portion of an alley between Dallas Street and a previously abandoned 20' alley, parallel to Rust Street, described as Being all that tract of land located in the City of Waco, McLennan County, Texas, being a portion of a 20-foot-wide alley in Block 12 of the Renick's Addition to the City of Waco as shown on the plat recorded in Volume 28, Page 502 of the Deed Records of McLennan County, Texas.

Planning Services recommends **Approval** of the abandonment request based on the following findings and subject to the following conditions:

Findings:

1. Public use of the right-of-way is not required for the proper flow of traffic or for emergency vehicle access to the area.
2. Utility access for surrounding properties is not adversely impacted by the abandonment of this right of way.

Conditions:

1. A sewer line easement shall be retained for the whole area of the abandonment.

**Notices Mailed:**

15 mailed; 0 returned

**Persons in favor:**

None

**Persons opposed:**

None

**Disposition by the Commission:**

Motion by Mr. Braus to **approve** the request for Item 12 listed above, based on staff findings. Seconded by Ms. Briscoe.

**VOTE:** (7,0) to **approve Item 12.**

13. **ABD-22-10** Andrew Bourgeois, on behalf of WAGBOO Properties – Abandonment of the ROW of Jackson Ave, between 10th & 11<sup>th</sup> Street described as 0.11 acres of land in the City of Waco, McLennan County, Texas, being a part of Jackson Avenue as shown in Block B of the J. W. Mann’s Addition, to the City of Waco, McLennan County, Texas, as per plat recorded in Volume 28, Page 243 of the Deed Records of McLennan, County, Texas.

Request to remove item 13 from the agenda by the requestor.

14. **ABD-22-11** Beth Arnold, on behalf of Bill Wetterman – Abandonment of a portion of an alley located near Jefferson Avenue and N. 9th Street, described as a 0.075-acre parcel of land located within Farm Lot 17 of the City of Waco, McLennan County, Texas and being a portion of a 20-foot-wide alley located between Columbus Avenue and Jefferson Avenue

Planning Services recommends **Approval** of the abandonment request based on the following findings and subject to the following conditions:

Findings:

1. Public use of the right-of-way is not required for the proper flow of traffic or for emergency vehicle access to the area.
2. Utility access for surrounding properties is not adversely impacted by the abandonment of this right of way.

Conditions:

1. An ingress/egress easement shall be retained to provide access to the Waco Independent School District building located at 319 S. 10th Street unless Waco Independent School District provides documentation that the easement is not needed to access their building.

**Notices Mailed:**

7 mailed; 0 returned

**Persons in favor:**

Bill Wetterman, 23951 I-35 West Tx

**Persons opposed:**

None

**Disposition by the Commission:**

Motion by Mr. Ramos to **approve** the request for Item 14 listed above, based on staff findings and conditions. Seconded by Mr. Lane.

**VOTE:** (6,1) to **approve Item 14.**

**D. DISCUSSION OF ORDINANCE ANNEXATIONS**

15. **ANX-22-4** Swanson Realty, Ltd – One request for the voluntary annexing of territory, designating the Comprehensive Plan land use designation for the said territory as Industrial, designating M-2 Light Industrial District zoning for the said territory, and extending the boundary limits of said City to include the territory described as Lot 13, Block 1 of the Texas Central South Addition, known as 5759 Bagby Avenue, and further located within Waco's Extraterritorial Jurisdiction

Planning Services recommends **APPROVAL** of this voluntary annexation request.

**Notices Mailed:**

3 mailed; 0 returned

**Persons in favor:**

None

**Persons opposed:**

None

**Disposition by the Commission:**

Motion by Mr. Lane to **approve** Item 16 listed above, based on staff findings. Seconded by Mr. Braus.

**VOTE:** (7,0) to **approve Item 16.**

**E. DISCUSSION OF STREET CLOSURES**

16. City of Waco and Texas Department of Transportation – Closure of the At-Grade Railroad Crossing at Oxygen Drive (DOT# 790-612A, RRMP 681.6) for its replacement by frontage road bridge crossings.

**Background:** The Texas Department of Transportation's "mall to mall" project on State Highway 6 (CSJ 0258-09-142 which was let in August 2021) is constructing

frontage road bridges at Union Pacific Railroad and to replace the at-grade crossing at Oxygen Drive.

During the development phase of the project, all affected businesses and property owners were communicated with to agree on change of access of Oxygen Drive once the at-grade railroad crossing was removed, including the construction of a cul-de-sac and driveway access.

The new frontage road bridges will replace the at-grade crossing and increase the safety to the traveling public.

Project Schedule: This TxDOT project is currently under construction is estimated to be complete by Dec 2023.

Planning Services recommends **APPROVAL** of the request.

**Notices Mailed:**

3 mailed; 0 returned

**Persons in favor:**

None

**Persons opposed:**

David Anderson  
Carter Dupuy  
Vicki Schultz  
Michael Baldwin- Oncor

**Disposition by the Commission:**

Motion by Mr. Braus to **continue** Item 16 listed above to the November 14, 2022.  
Seconded by Ms. Briscoe.

**VOTE:** (6,0) to continue Item 16 to the November 14, 2022 meeting (Nathan Embry, disqualified).

There being no further business, the meeting was adjourned at 8:45 PM.

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Ross Harris, Chairperson  
Approved:

Prepared by: Griselda Lopez  
Planning Services