

**PLANNING AND ZONING COMMISSION  
REGULAR MEETING  
COUNCIL CHAMBERS, CITY HALL  
203 E. WHEATLAND ROAD  
MAY 14, 2018 @ 7:00 P.M.**

A regular meeting of the Planning and Zoning Commission was held on Monday, May 14, 2018, at 7:00 p.m., with a quorum present to wit:

Greg Zylka	Chairman	
George Turner	Vice-Chairman	
Felecia Davis	Commissioner	
Bernard Maga	Commissioner	
David A. Ross	Commissioner	
James Breedlove	Commissioner	
Kathy McKee	Commissioner	Absent

Commissioner Ross made a motion, seconded by Commissioner Turner, to approve the minutes of the regular meeting of February 12, 2018. The vote was unanimous, 6 for.

A public hearing was held at the request of Pamela Norman and Victor Covarrubias, owners, to amend the “MU-1”, Mixed Use-1 zoning to include an “SU” Specific Use Permit to allow a Dog Day Care and Overnight Boarding Facility (Kennels), on James Anderson Abstract 17, Page 090, Tract 9, more commonly known as 1103 South Main Street.

Pamela Norman, the applicant, 7631 Christie Lane, Dallas, Texas, spoke in favor of the request. No one spoke in opposition. Discussion followed regarding the hours for service and operation, fence maintenance, employee certification, and sound proofing methods.

Commissioner Ross made a motion, seconded by Commissioner Davis, to close the public hearing. The vote was unanimous, 6 for, with Commissioner McKee absent. Commissioner Ross made a motion, seconded by Commissioner Davis, to recommend to the City Council that the request Pamela Norman and Victor Covarrubias, owners, be approved subject to the following conditions:

1. Property shall be developed in accordance with the site plan and be incorporated into the ordinance.
2. Property shall meet all city, state, and federal regulations for building and fire codes, and accessibility.
3. The applicant shall add a minimum of five (5) parking spaces to the subject property.
4. All construction will be permitted and inspected by city inspection staff.
5. A six (6) foot tall solid wood fence shall surround the area that will house dogs and be maintained to ensure all animals are contained on the subject property.
6. No animals shall be permitted to stay outdoors after the hours of operation or after 8:00 pm, whichever is earlier.
7. There shall be no more than thirty (30) indoor kennels permitted.
8. The outdoor play area must be cleaned on a daily basis to remove all waste from the animals.

9. All kennels shall be indoors, and the rooms that contain the kennels must have sound dampening insulation installed to suitable technical standards to mitigate noise.
10. Specific Use Permit shall be tied to the current owners and operators.
11. Contact information for the operators will be posted for the public to reach them for noise complaints.
12. At least one person shall be onsite during service hours.
13. Service hours shall be from 5:00 a.m. to 10:00 p.m. and hours of operation (for the public) will be from 7:00 a.m. to 8:00 p.m.
14. The staff shall be trained in pet first aid and animal CPR.
15. The Specific Use Permit shall be granted for one (1) year time limit and eligible for a five (5) year automatic renewal after that time.

The vote was unanimous, 6 for, with Commissioner McKee absent.

Chasidy Allen Benson, AICP, City Planner, gave a presentation on the Planning and Zoning Commission rules of procedure and parliamentary procedure. The presentation covered the basic tenets of a public meeting including quorum, making motions, and debate.

The meeting adjourned at 7:54 p.m.

  
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Chasidy Allen Benson, Secretary

  
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Gregory Zylka, Chairman