



TOWN OF LITTLE ELM PLANNING & ZONING COMMISSION

January 2, 2025

Persons may address the Planning and Zoning Commission on any issue. This is the appropriate time for citizens to address the Commission on any concern whether on this agenda or not. Each member of the public who desires to address the P&Z Commission regarding an item on an agenda for an open meeting of the P&Z Commission shall have the right to address the Commission on the item before the Commission's consideration of the item. All speakers not requiring a translator are given 3 minutes to speak and may address the Commission only once on each agenda item. Non-English Speakers who require a translator are given 6 minutes to speak and may address the Commission only once on each agenda item. In accordance with the State of Texas Open Meeting Act, the board may not comment or deliberate such statements during this period, except as authorized by Section 551.042, Texas Government Code. To address the Commission for any public hearing item please sign a speaker's sheet located on the tables by the front entry and submit to a Staff member.

1. **5:50 PM Work Session**

2. **6:00 PM Regular Meeting**

3. **Roll Call**

4. **Public Comments**

Persons may address the Planning & Zoning Commission on any issue for up to three (3) minutes. This is the appropriate time for citizens to address the Commission on any concern whether on this agenda or not. In accordance with the State of Texas Open Meeting Act, the commission may not comment or deliberate such statements during this period, except as authorized by Section 551.007, Texas Government Code.

5. **Consent Agenda**

1. Adoption of the December 19, 2024 Planning & Zoning Commission Meeting Minutes

2. **FINAL PLAT/ Waffle House Addition NO. 1 (FP-24-006754)**. Presentation, Discussion, and Consideration on a request for approval of a Final Plat of approximately 1.076 acres, generally located on the southeast corner of U.S. Highway 380 and Magnolia Boulevard, within Little Elm's town limits, in order to establish the necessary easements for development.
- Presentation
 - Discussion
 - Consideration

6. **Regular Agenda**

1. **PUBLIC HEARING/ Union Park Commercial Sign Variance (SVAR-24-007004)** Presentation, Public Hearing, Discussion, and Action on a request for consideration of a sign variance per Chapter 86 – Sign Ordinance, in order to allow temporary banners for an extended period of time to be placed on the Union Park monument sign, generally located at 740 Union Place, within Little Elm's Town Limits.
- Presentation
 - Open Public Hearing
 - Receive Public Comment
 - Close Public Hearing
 - Discussion
 - Action

7. **Discussion of future agenda items, update on Council action, and requests for new business considerations**

8. **Adjourn**

Certificate

I certify that the above notice of the Planning & Zoning Commission meeting was posted on the bulletin board of the Town of Little Elm, Texas on December 30th, 2024, prior to 5:00 p.m. The Little Elm Town Hall is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive service must be made 48 hours prior to this meeting. Please contact the Town Secretary's office at 214-975-0404 or 972-377-5540 (fax) for arrangements.



TOWN OF LITTLE ELM PLANNING & ZONING COMMISSION

01/02/2025

OVERVIEW

Project	Adoption of the December 19, 2024 Planning & Zoning Commission Meeting Minutes
P&Z Hearing	01/02/2025
Council Hearing	N/A
Size	N/A
Current Zoning	N/A
Proposed Use	N/A
Existing Use	N/A
Future Land Use Plan Designation	N/A
Applicant	N/A
Owner	N/A
Strategic Goal	

Agenda Item

Adoption of the December 19, 2024 Planning & Zoning Commission Meeting Minutes

Location

N/A

Planning Analysis

N/A

Recommended Action

N/A

Attachments

December 19, 2024 Meeting Minutes

DRAFT



Minutes
Town of Little Elm
PLANNING & ZONING COMMISSION
Regular Meeting
Thursday, DECEMBER 19, 2024 - 6:00 pm

Present: Jack Skinner, Commissioner; Stephen Horn, Commissioner; Michael Bell, Commissioner; Ron Trees, Chairman; Robert Martin, Vice-Chair; Deb Cadet, Alternate Commissioner; Brian Kuberski, Alternate Commissioner

Absent: Tom Ocelli, Commissioner; Brent Thibeaux, Commissioner

Staff Present: Olga Chernomorets, Managing Director of Planning Services
Brian Salvesen, Senior Planner
Citlali Castro, Planner

1. **5:50 PM Work Session**

2. **6:00 PM Regular Meeting**

3. **Roll Call**

4. **Public Comments**

Persons may address the Planning & Zoning Commission on any issue for up to three (3) minutes. This is the appropriate time for citizens to address the Commission on any concern whether on this agenda or not. In accordance with the State of Texas Open Meeting Act, the commission may not comment or deliberate such statements during this period, except as authorized by Section 551.007, Texas Government Code.

5. **Consent Agenda**

Motion: Approve consent agenda as presented.

Motion by Commissioner Jack Skinner, seconded by Commissioner Michael Bell

AYE: Commissioner Jack Skinner, Commissioner Stephen Horn, Commissioner Michael Bell, Chairman Ron Trees, Vice-Chair Robert Martin, Alternate Commissioner Brian Kuberski, Alternate Commissioner Deb Cadet

7 - 0 Passed - Unanimously

1. Adoption of the November 21, 2024 Planning & Zoning Commission Meeting Minutes

Motion: Approve consent agenda item.

6. **Regular Agenda**

1. **FINAL PLAT/ Waffle House Addition NO. 1 (FP-24-006754)**. Presentation, Discussion, and Consideration on a request for approval of a Final Plat of approximately 1.076 acres, generally located on the southeast corner of U.S. Highway 380 and Magnolia Boulevard, within Little Elm's town limits, in order to establish the necessary easements for development.
 - Presentation
 - Discussion
 - Consideration

Staff presented agenda item.

Motion: Assign the approval authority to the Director of Development Services.

Motion by Vice-Chair Robert Martin, seconded by Alternate Commissioner Deb Cadet

AYE: Commissioner Jack Skinner, Commissioner Stephen Horn, Commissioner Michael Bell, Chairman Ron Trees, Vice-Chair Robert Martin, Alternate Commissioner Brian Kuberski, Alternate Commissioner Deb Cadet

7 - 0 Passed - Unanimously

2. **PUBLIC HEARING/ The Grove at Eldorado Planned Development (PD-24-006221)**. Presentation, Public Hearing, Discussion, and Recommendation on a request to rezone approximately 2.159 acres of land, currently zoned as Light Commercial, generally located southwest of the intersection of East Eldorado Parkway and Castle Ridge Drive, within Little Elm's town limits, in order to establish a new Planned Development - Light Commercial District, with modified development standards.
 - Presentation
 - Open Public Hearing
 - Receive Public Comment
 - Close Public Hearing
 - Discussion and Recommendation

Staff presented agenda item.

Commissioner Kuberski inquired whether the proposed awning extends beyond the property line.

- Staff clarified that the awning extends into the side yard setback, but not over the property line.

Chairman Trees asked if the adjacent properties have 9' by 20' parking spots.

- Staff confirmed that the adjacent properties do have 9' by 20' parking spots.

Commissioner Cadet asked for the reasoning behind the request for reduced parking dimensions and why 10' by 20' parking spaces might present financial challenges.

- Staff explained that the revised parking space dimensions would allow for the optimization of the overall building area, with the potential of creating more efficient use of the available space and potentially accommodating additional square footage for the development.

Commissioner Kuberski asked what access to the development would look like.

- Staff explained that there is a median cut that allows for left turns out of the eastern entrance.

The applicant, Vishnu Reddy, was available for questions and elaboration about their project.

Commissioner Cadet asked if the applicant could elaborate on the project.

- Mr. Reddy expressed a desire for quick-service restaurants, such as a donut shop or pizzeria, on the retail side to cater to the high school across the street.

Chairman Trees opened the public hearing at 6:21pm. There were no speakers present.

Chairman Trees closed the public hearing at 6:22 pm.

Chairman Trees stated that he did not see any issues with the request variance.

Commissioner Horn stated that given the shape of the property, the requests make sense.

Commissioner Kuberski inquired about signage for the property.

- Staff explained that a monument will be placed at the entrance of the property.

Motion: Approve agenda item as presented.

Motion by Alternate Commissioner Deb Cadet, seconded by Alternate Commissioner Brian Kuberski

AYE: Commissioner Jack Skinner, Commissioner Stephen Horn, Commissioner Michael Bell, Chairman Ron Trees, Vice-Chair Robert Martin, Alternate Commissioner Brian Kuberski, Alternate Commissioner Deb Cadet

7 - 0 Passed - Unanimously

7. **Discussion of future agenda items, update on Council action, and requests for new business considerations**

Staff provided the Commission with an overview of upcoming agenda items and notified them that terms set to expire in February will be extended until September 2025 to align with the schedules of other Boards and Commissions.

8. **Adjourn**

Meeting was adjourned at 6:36 pm.



TOWN OF LITTLE ELM PLANNING & ZONING COMMISSION

01/02/2025

OVERVIEW

Project	FINAL PLAT/ Waffle House Addition NO. 1 (FP-24-006754)
P&Z Hearing	01/02/2025
Council Hearing	N/A
Size	Approximately 1.076 acres
Current Zoning	Light Commercial (LC)
Proposed Use	Retail/Commercial
Existing Use	Vacant
Future Land Use Plan Designation	Retail/Commercial
Applicant	Sylvie Germana, The Contineo Group
Owner	Steve and Melissa Trubenbach
Strategic Goal	

Agenda Item

FINAL PLAT/ Waffle House Addition NO. 1 (FP-24-006754). Presentation, Discussion, and Consideration on a request for approval of a Final Plat of approximately 1.076 acres, generally located on the southeast corner of U.S. Highway 380 and Magnolia Boulevard, within Little Elm's town limits, in order to establish the necessary easements for development.

- Presentation
- Discussion
- Consideration

Location

Generally located on the southeast corner of U.S. Highway 380 and Magnolia Boulevard, within Little Elm's town limits.

Planning Analysis

The purpose of a Final Plat is to ensure that the proposed subdivision and development of the land is consistent with all standards of the Town's Subdivision Ordinance pertaining to the adequacy of public facilities, that public improvements to serve the subdivision or development have been installed and accepted by the Town or that provision for such installation has been made, that all other requirements and conditions have been satisfied or provided to allow the final plat to be recorded.

The applicant is still working to bring the proposed plat into compliance with the Town's Subdivision

Standards. Staff would like to request the Planning and Zoning Commission extend the plat to the January 19, 2025, Regular Planning and Zoning Meeting and delegate approval authority to the Director of Development Services should there be no meeting on January 19, 2025.

Recommended Action

Staff would like to request the Planning and Zoning Commission extend the plat to the January 19, 2025, Regular Planning and Zoning Meeting and delegate approval authority to the Director of Development Services should there be no meeting on January 19, 2025.



TOWN OF LITTLE ELM PLANNING & ZONING COMMISSION

01/02/2025

OVERVIEW

Project	PUBLIC HEARING/ Union Park Commercial Sign Variance (SVAR-24-007004)
P&Z Hearing	01/02/2025
Council Hearing	N/A
Size	N/A
Current Zoning	Planned Development (Light Commercial Base)
Proposed Use	N/A
Existing Use	N/A
Future Land Use Plan Designation	N/A
Applicant	Elaine Ford, Hillwood Communities
Owner	Elaine Ford, Hillwood Communities
Strategic Goal	

Agenda Item

PUBLIC HEARING/ Union Park Commercial Sign Variance (SVAR-24-007004) Presentation, Public Hearing, Discussion, and Action on a request for consideration of a sign variance per Chapter 86 – Sign Ordinance, in order to allow temporary banners for an extended period of time to be placed on the Union Park monument sign, generally located at 740 Union Place, within Little Elm’s Town Limits.

- Presentation
- Open Public Hearing
- Receive Public Comment
- Close Public Hearing
- Discussion
- Action

Location

Generally located at 740 Union Place, within Little Elm’s Town Limits

Planning Analysis

Background

The ongoing US-380 expansion project by TxDOT has resulted in road closures that are impacting access to businesses within the Union Park commercial area. Specifically, the entrances from US-380 to the Gazebo and Promenade sections have been closed, creating significant barriers for customers trying to reach key establishments such as Starbucks, Slim Chickens, Qdoba, and Einstein Bros. Bagels. These closures have made it challenging for customers to easily access these dining spots, potentially leading to a decline in foot traffic and customer engagement for these businesses. As a result, these businesses face increased difficulty in attracting and retaining customers who rely on direct, convenient access to the area.

In early 2024, the entrance from US-380 to Gazebo was temporarily closed, reopening later that same year.

In December 2024, the entrance from US-380 to the Promenade was closed, with plans for it to reopen by the end of January 2025. The full US-380 expansion project is expected to be completed by the end of 2025.

In September 2024, the applicant inquired about the possibility of placing an advertising balloon on the roof of the Slim Chickens restaurant to help promote their business during the ongoing construction. In response, staff suggested that the businesses collaborate to develop a unified signage solution. This could involve seeking a sign variance that would benefit all businesses affected by the road closures, creating a more cohesive and effective approach to maintaining visibility during the disruption.

On December 17, 2024, the applicant formally submitted a request for a sign variance, seeking approval to extend the duration for two banner placement beyond the time currently permitted.

Proposal

The applicant is requesting a variance to permit the installation of two banners on the existing Union Park monument. These banners, each measuring 4 feet by 10 feet, are proposed to remain in place for the duration of the ongoing construction project on US-380, the construction is expected to be completed by the end of 2025. Additionally, there will be flexibility to extend the duration of the banner placement, subject to the approval of the Director of Development Services.

Sign ordinance requirements

The current sign code allows temporary signs such as banners with the following criteria:

- The maximum sign area is 48 square feet, not to exceed 75 percent of the building or lease space width upon which the sign is to be located
- Maximum height is four feet
- All four corners of a banner shall be securely attached to the building
- One banner sign may be placed on a building for up to two weeks two times per calendar year, the periods may be combined.

Variance Process

In 2022, the Town of Little Elm amended the Sign Code to allow the Planning and Zoning Commission to be the final decision makers instead of the Board of Adjustments. It also changed the appeal process to go through Town Council instead of District Court.

Section 86-18 - Variances lists out considerations for a sign variance request. The Planning and Zoning Commission may consider a request on the basis that literal enforcement of the sign ordinance requirements would result in "substantial unnecessary hardship, practical difficulty, or inequity, by reason of exceptional circumstances or surroundings, or due to the unusual size, shape, type, or nature of the sign, and/or on the basis that the proposed improvement, although falling under the definition of a "sign," constitutes a work of fine art that makes a positive contribution to the visual environment." The Planning and Zoning Commission must also conclude that the variance is not contrary to the public interest and so that the variance observes the spirit of this Code and concludes that substantial justice is done.

In considering approval of a variance request, the Planning and Zoning Commission must make the following findings:

- a. The public convenience and welfare will be substantially served;
- b. The appropriate use of surrounding property will not be substantially or permanently impaired or diminished;
- c. The applicant has not created the hardship from which relief is sought;
- d. The variance will not confer upon the applicant a special right or privilege not commonly shared or

- available to the owners of similar and surrounding property;
- e. The hardship from which relief is sought is not solely of an economic nature;
 - f. The variance is not contrary to the public interests;
 - g. Due to special conditions, the spirit of this Code is observed and substantial justice is done; and/or
 - h. In granting the variance, the spirit of this Code is observed and substantial justice is done; and/or
 - i. The proposed sign constitutes a work of fine art that makes a positive contribution to the visual environment.

Justification

The applicant believes that, given the ongoing road closures, strategically placed banners can be highly beneficial for local businesses, helping them maintain visibility and momentum. These banners can serve as an effective tool for quickly informing customers that the businesses remain open despite the disruptions. This not only helps customers navigate around the closures but also ensures businesses continue to attract foot traffic, reducing the potential impact of roadblocks on their operations. By enhancing awareness and directing customers efficiently, banners can play a pivotal role in maintaining customer engagement and supporting business continuity during challenging circumstances.

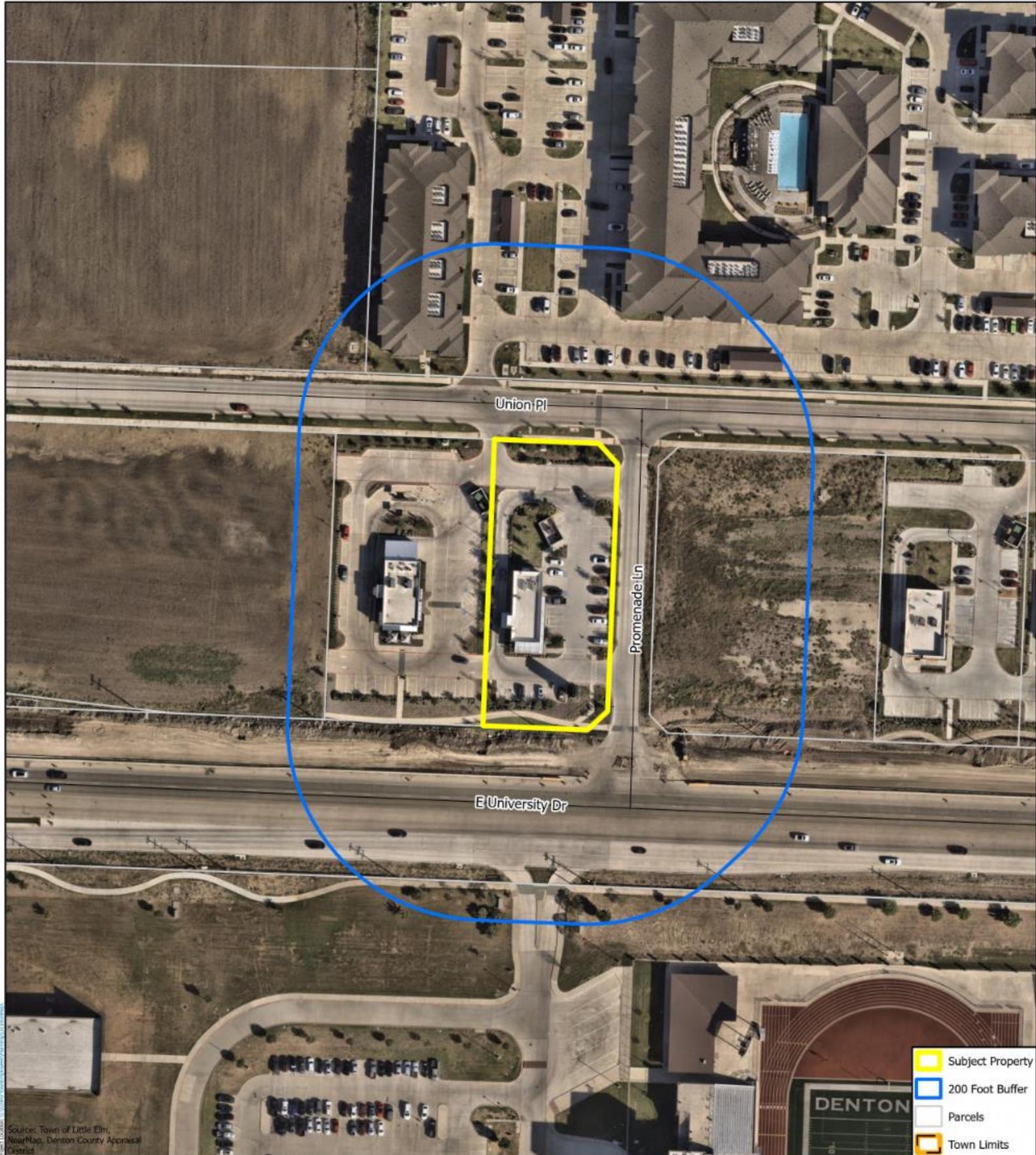
Recommended Action

Staff are generally supportive of the proposed temporary banners and believe they could help resolve any traffic flow confusion for the remainder of the roadway construction period.

Staff recommends the Planning and Zoning Commission review the information presented and consider the variance request based on the ability to establish the necessary findings. Staff also recommends that Planning and Zoning Commission evaluate and consider both the impact of the proposed relocation and its suitability for the surrounding area.

Attachments

- Location Map
- Temporary Sign Exhibit



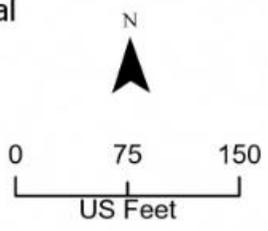
- Subject Property
- 200 Foot Buffer
- Parcels
- Town Limits

Source: Town of Little Elm, NearMap, Denton County Appraisal District



Union Park Commercial
 SVAR-24-007004
 Aubrey, TX 76227

Town of Little Elm
 Denton County, Tx
 Date: 12/18/2024



This product is to be used for graphical representation only. The accuracy is not to be taken/used as data produced for engineering purposes or by a Registered Professional Land Surveyor for the State of Texas. For this level of detail, supervision and certification of the produced data by a Registered Professional Land Surveyor for the State of Texas would have to be performed. Town of Little Elm and its members assume no responsibility for the accuracy of said data.

Project ID
0641151A

UNION PARK
4102 S Gazebo St.,
Aubry, TX
76227-1111

Sign Item

Date: 11-14-2024
SALES: STAN MACRUM
PM: MELANIE DELEON
Designer: P. AGUIAR

Revision Note

Information Required
for Production

Customer Approval

Signature

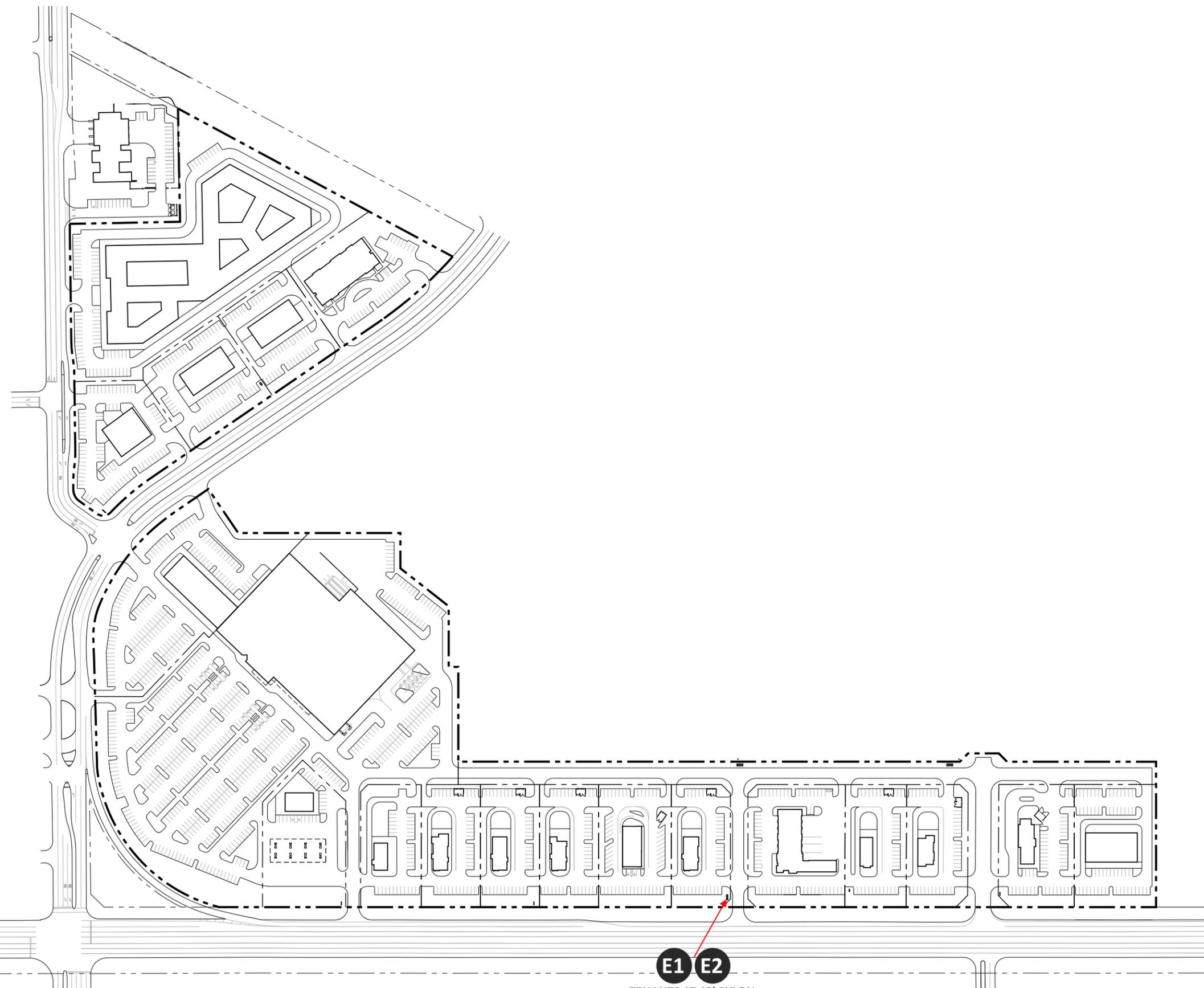
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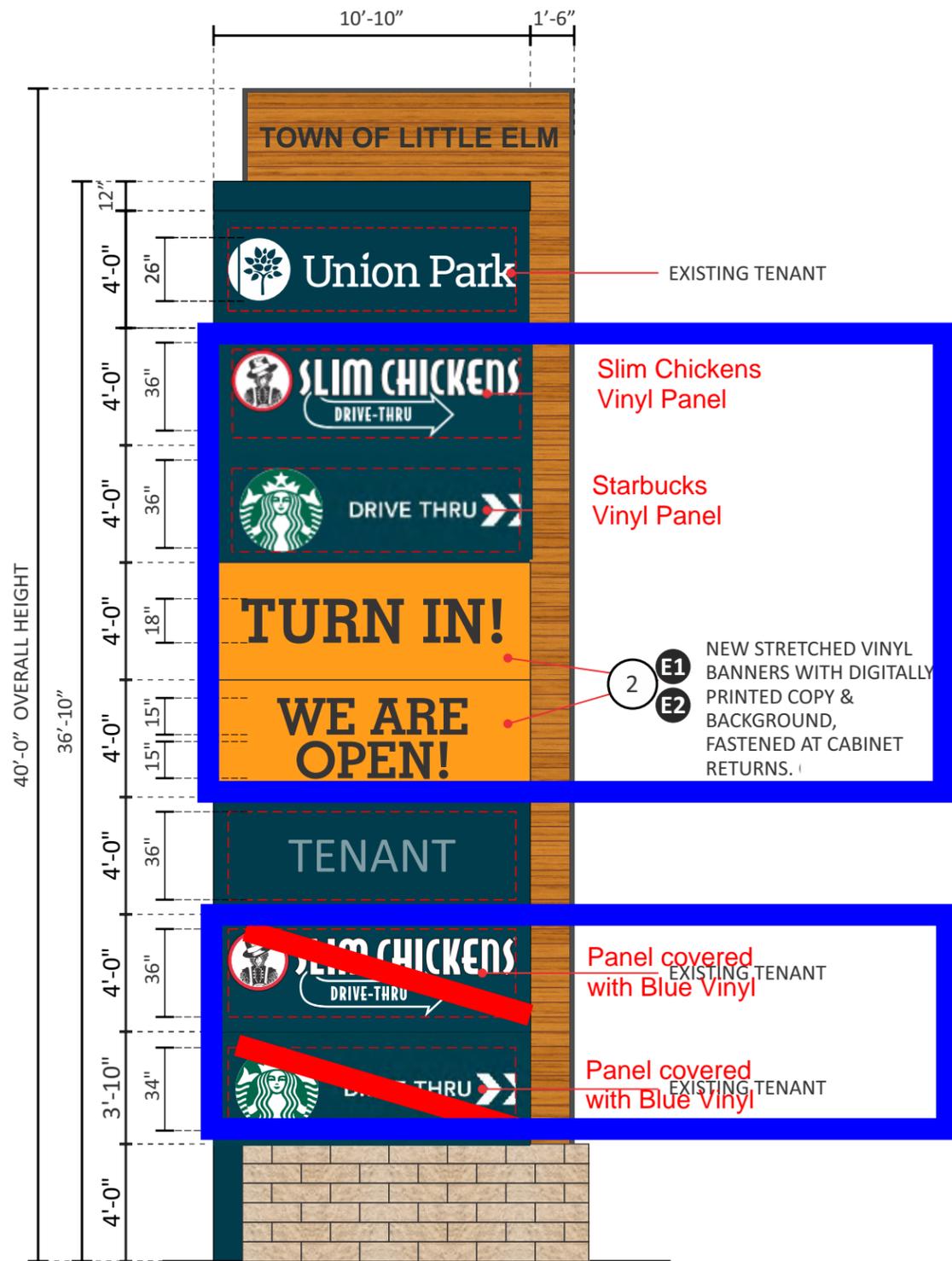
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N.T.S.

**SITE PLAN
COMMERCIAL AREA OF PROPERTY**

E1 E2
TENANTS AT 40' PYLON
WO#0630344



EXISTING (AFTER) D/F PYLON SCALE: 3/16" = 1' - 0"

E1, E2 - BANNERS	
#	Description
1.	Heavy Duty Vinyl Sign Banners with (P3) Digitally Printed Finish Background and (P2) Digitally Printed Copy.
2.	Install / stretch banners over 2 tenant spaces at each side of pylon as shown below. (Attach at returns with self tapping screws)
Colors:	
P1	PTM PMS 547C Teal Paint
P2	PTM PMS #1375C Kumquat Orange
P3	PTM Black Paint

Project ID
0641151A

UNION PARK
4102 S Gazebo St.,
Aubry, TX
76227-1111

Sign Item

Date: 11-14-2024
SALES: STAN MACRUM
PM: MELANIE DELEON
Designer: P. AGUIAR



E1 E2 OVERLAY STRETCHED VINYL BANNERS SCALE: 1/2" = 1' - 0"
TWO (2) 4'-0" X 10'-10" REQUIRED - MANUFACTURE AND INSTALL
TWO (2) 4'-0" X 10'-10" REQUIRED - MANUFACTURE AND INSTALL

Revision Note

Information Required for Production

Customer Approval

Signature _____
MM/DD/YYYY

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