

Dan Davis, Chair  
Greg Lindsey, Commissioner  
Kristy Wages, Commissioner  
Adam Armstrong, Commissioner  
Jennifer Thomason, Commissioner  
Grizelda Castillo, Commissioner  
Lillian Hollie, Commissioner

Susan Davis, Planning Tech.



**NOTICE OF MEETING  
PLANNING AND ZONING  
COMMISSION  
October 3, 2024  
1:30 p.m.  
City Council Chambers  
504 N. Queen Street  
Palestine, Texas**

**Zoom Link:**

<https://us02web.zoom.us/j/83259781820>

Meeting ID: 832 5978 1820

One tap mobile  
+13462487799,,83259781820# US

*Note: when you are joining a Zoom meeting by phone, you can use your phone's dial pad to enter the commands \*6 for toggling mute/unmute and \*9 to "raise your hand."* [Learn more here.](#)

Follow us live at: [facebook.com/palestinety/](https://facebook.com/palestinety/)

**A. CALL TO ORDER**

**B. PROPOSED CHANGES OF AGENDA ITEMS**

**C. PUBLIC COMMENTS**

Any citizen wishing to speak during public comments regarding an item on or off the agenda may do so during this section of the agenda. All comments must be no more than five minutes in length. Any comments regarding items, not on the posted agenda may not be discussed or responded to by the Commissioners. Members of the public may join via Zoom or in person.

**D. CONFLICT OF INTEREST DISCLOSURES**

**E. APPROVAL OF MINUTES**

1. Consider approval of the Minutes for the August 1, 2024, meeting.

**F. PUBLIC HEARINGS / DISCUSSION AND ACTION ITEMS**

1. Consider the appointments of the Chair and Vice-Chair to the Planning & Zoning Commission.
2. Public hearing and consideration of a Specific Use Permit for placement of a manufactured home at 1120 Bassett Road, Joseph Jordan Survey, A-33, Block 1224, Tract 16A (Middleton Oaks Lot 2), which is zoned Mixed Residential.
3. Public hearing and consideration of a Specific Use Permit for placement of a full-service car wash at 610 East Market Street, Original, Block 17, Lots 6, 7A, 7B, 8, 9A, 9B, 10, Tract A, which is zoned Central Business District.

4. Public hearing and consideration of a Specific Use Permit for equipment storage at 3580 Loop 256, Daniel McKinzie Survey, A-527, Block 1258, Tract 17C, which is zoned Retail Commercial.
5. Public hearing and consideration of a Specific Use Permit allowing a private tattoo salon at 310 West Oak Street, Original, Block 164, Lot 19B and 20B; zoned Central Business District and within the Historic Overlay.
6. Public hearing and consideration of an ordinance amending Chapter 39, Section 39.5.3, Use Definitions to amend the proposed definition for Limited-Service Hotel.
7. Public hearing and consideration of an ordinance amending Chapter 39, Section 39.2.4, Supplementary Use Requirements to add use requirements for hotels.

G. **ADJOURNMENT**

I certify that the above Notice of Meeting was posted on the outdoor bulletin board at the main entrance to City Hall, 504 N. Queen Street, Palestine, Texas, in compliance with Chapter 551 of the Texas Government Code on **Monday, September 30, 2024, at 1:00 p.m.**



April Jackson, City Secretary

IN ACCORDANCE WITH THE PROVISIONS OF THE AMERICANS WITH DISABILITIES ACT (ADA) PERSONS IN NEED OF SPECIAL ACCOMMODATION TO PARTICIPATE IN THIS PROCEEDING SHALL, CONTACT THE CITY SECRETARY'S OFFICE VIA EMAIL AT [citysecretary@palestine-tx.org](mailto:citysecretary@palestine-tx.org) or 903-731-8414.



Agenda Date: 10/03/2024  
To: Planning and Zoning Commission  
From: Teresa Herrera, City Manager  
Agenda Item: Approval of Minutes for the August 1, 2024 P&Z Meeting  
Date Submitted: 09/26/2024

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**SUMMARY:**

Consider approval of the Minutes for the August 1, 2024, meeting.

**RECOMMENDED ACTION:**

Staff recommends approval of the minutes.

**CITY MANAGER APPROVAL:**

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**Attachments**

Minutes

THE STATE OF TEXAS           §  
COUNTY OF ANDERSON       §  
CITY OF PALESTINE           §

The Planning and Zoning Commission of the City of Palestine convened in a Regular Meeting on Thursday, August 1, 2024, at 1:30 p.m., in the Council Chambers at City Hall, 504 N. Queen Street, Palestine, Texas, with the following people present: Chairman Dan Davis; Commissioners Alex Nemer, Greg Lindsey, Kristy Wages, Adam Armstrong, and Jennifer Thomason.

Staff present: Planning Tech Susan Davis, City Manager Teresa Herrera, City Attorney Rezzin Pullum, and City Secretary April Jackson.

Commissioner Grizelda Castillo was absent.

**CALL TO ORDER**

With a quorum present, Chairman Davis called the meeting to order at 1:30 p.m.

**PROPOSED CHANGES OF AGENDA ITEMS**

None.

**PUBLIC COMMENTS**

No public comments were made.

**CONFLICT OF INTEREST DISCLOSURES**

There were none.

**APPROVAL OF MINUTES**

Commissioner Nemer made a motion, seconded by Commissioner Thomason to approve minutes from June 6, 2024, meeting. Upon vote, the motion carried unanimously 5-0 (Commissioner Lindsey was absent during the vote).

**PUBLIC HEARINGS/ DISCUSSION AND ACTION ITEMS**

1. Public hearing and discussion to consider a Specific Use Permit for placement of a manufactured home at 201 Renner Road, Mickum Main Survey, A-40, Block 896, Tract 10.

Chairman Davis opened the public hearing at 1:33 pm. Jorge Vega and Sarena Vega spoke in favor. No one spoke in opposition. Chairman Davis closed the public hearing at 1:35 pm. Planning Tech Susan Davis stated that six notices were sent to property owners within a 200 ft. radius. One comment was returned in favor, none were opposed. Commissioner Nemer made a motion, seconded by Commissioner Armstrong to approve the item as presented. Upon vote, motion carried 6-0.

2. Public hearing and discussion to consider a request to rezone Sheridan Terrace, Pinewood I, Pinewood II, Miller Street, and Pillar Street from Industrial to Mixed Residential.

Chairman Davis opened the public hearing at 1:39 pm. Berto Clark, Angela Jones, Tiffany Jackson, William Wilson, Ella Green, Selene Salazar, and Johnny Anthony spoke in favor. Melvin Coleman was not sure whether he was in favor or opposition when he spoke, but did turn in a Comment Form in favor before the commission voted. No one spoke in opposition. Chairman Davis closed the public hearing at 2:00 pm. Planning Tech Susan Davis provided a summary concerning the current zoning, notices sent to the 200 ft. radius, and comments received. Commissioner Nemer made a motion, seconded by Commissioner Lindsey to approve the item as presented. Upon vote, motion carried 6-0.

3. Public hearing and discussion to consider amending Chapter 39, Section 39.5.3, Use Definitions to remove the definition for Hotel and add definitions for Full-Service Hotel and Limited-Service Hotel.

Chairman Davis opened the public hearing at 2:03 pm. Tourism Manager Cassie Ham spoke in favor and discussed the current hotel, full service and limited-service definitions. Alex Patel and Veer Patel spoke in favor.

No one spoke in opposition. Chairman Davis closed the public hearing at 2:22 pm. Commissioner Thomason made a motion, seconded by Commissioner Nemer to approve the item as presented. Upon vote, motion carried 6-0.

4. Public hearing and discussion to consider amending Chapter 39, Section 39.2.4, Supplementary Use Requirements to add use requirements for Hotels.

Chairman Davis opened the public hearing at 2:28 pm. Tourism Manager Cassie Ham spoke in favor and stated that the supplementary use is geared towards full service and does not include short-term rentals. Alex Patel spoke in favor. No one spoke in opposition. Chairman Davis closed the public hearing at 2:37 pm. Chairman Nemer made a motion, seconded by Commissioner Lindsey to approve the item with an amendment to exclude motels and motor courts. The motion was withdrawn following discussion and recommendation to obtain a legal opinion. Chairman Nemer made a motion, seconded by Commissioner Lindsey to table the item. Upon vote, motion carried 6-0.

5. Discussion and possible action regarding manufactured homes within the city limits.

Planning Tech Susan Davis provided a summary concerning zoning districts that allow manufactured homes by right and those which require a Specific Use Permit. Discussion was held concerning Specific Use, designated manufactured home areas, property values, and maintenance issues. Commissioners discussed owners property rights, policies in other local cities, overlay districts, and public comments. Commissioner Nemer made a motion to leave the current ordinance as is. With no second, the motion failed. Commissioner Wages made a motion, seconded by Commissioner Thomason to keep the current overlay for manufactured housing and amend the land use chart to remove the Specific Use Permit for manufactured homes in the Mixed Residential and Residential Estate zoning districts. Upon vote, the motion failed 1-3. Commissioner Thomason made a motion, seconded by Commissioner Armstrong to recommend a committee to research allowing manufactured homes in the city limits, the manufactured home overlay, and Specific Use Permits. Upon vote, the motion carried 5-0 (Commissioner Lindsey was not present during the vote).

#### **ADJOURN**

With no other business to come before the Commission, Commissioner Nemer made a motion, seconded by Commissioner Armstrong, to adjourn the meeting at 3:43 p.m. Motion carried 5-0.

PASSED AND APPROVED THIS 3<sup>rd</sup> DAY OF OCTOBER 2024.

ATTEST:

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Dan Davis, Chairman

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Susan Davis, Planning Tech



Agenda Date: 10/03/2024  
To: Planning and Zoning Commission  
From: Teresa Herrera, City Manager  
Agenda Item: Appointment of Chair and Vice-Chair  
Date Submitted: 09/26/2024

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**SUMMARY:**

Consider making the appointment of the Chair and Vice-Chair to the Planning & Zoning Commission.

**RECOMMENDED ACTION:**

For discussion and consideration.

**CITY MANAGER APPROVAL:**

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Agenda Date: 10/03/2024  
To: Planning and Zoning Commission  
From: Teresa Herrera, City Manager  
Agenda Item: Specific Use Permit for Manufactured Home at 1120 Bassett Road  
Date Submitted: 09/26/2024

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**SUMMARY:**

Public hearing and consideration of a Specific Use Permit for placement of a manufactured home at 1120 Bassett Road, Joseph Jordan Survey, A-33, Block 1224, Tract 16A (Middleton Oaks Lot 2), which is zoned Mixed Residential. The applicants are Betty Middleton and Dina Gallion. On September 18, 2024, six notices were mailed to property owners within 200 feet of the location of the specific use permit request. One (17%) has been returned in favor of the request. One (17%) has been returned in opposition. Four (66%) have not responded.

**RECOMMENDED ACTION:**

Discussion and consideration of the requested specific use permit.

**CITY MANAGER APPROVAL:**

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**Attachments**

Application  
Notice  
Staff Report

#240608

pd.  
9-13-24



## SPECIFIC USE PERMIT APPLICATION

### APPLICANT INFORMATION

Applicant Name: Betty Middleton/Dina Gallion  
Address: 1116 Bassett Rd  
City: Palestine State: Tx Zip: 75803  
Phone Number: 903-724-8389 Email: wavewatchr86@yahoo.com

### PROPERTY DESCRIPTION

Address (if available): awaiting 911 address 1120 Bassett Rd, 75803  
Subdivision: Middleton Oaks Lot: 2 Block:   
Anderson County Appraisal District Block Map # R81289 Tract #: B/C 1224/16A  
Existing Deed Restrictions: ☐ Yes (Attach a copy with the application) ☒ No  
Proposed Deed Restrictions: ☐ Yes (Attach a copy with the application) ☒ No

### PRESENT USE OF PROPERTY

Describe how the property is currently being used: open land

### PROPOSED USE OF PROPERTY

Describe the proposed use of the property (be specific): single family home

Attach additional sheets if necessary including any surveys or drawings that will show the proposed improvements on the property.

Joseph Jordan Survey, A-33 Anderson county Tx





## SPECIFIC USE PERMIT COMMENT FORM

**CASE # XZ-24-08**

**October 3, 2024, at 1:30PM**

Members of the Planning and Zoning Commission

Per the request for a Specific Use Permit for a Manufactured Home to be placed at **1120 Bassett Road, A0033 Joseph Jordan Survey, Block 1224, Tract 16A (Middleton Oaks Lot 2).**

I am (check one): ☐ In Favor of the request ☐ Opposed to the request

**IMPORTANT: Please complete survey and return.**

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Comments:

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### Comment Form Return Options:

**Mail:** Attention Development Services  
504 North Queen Street  
Palestine, Texas 75801

**Email:** [plantech@palestine-tx.org](mailto:plantech@palestine-tx.org)





**PLANNING AND ZONING COMMISSION**  
**AGENDA DATE: October 3, 2024**  
**ITEM XZ-24-8 / STAFF REPORT**

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**REQUEST:** A specific use permit to allow a manufactured home to be placed at 1120 Bassett Rd.

**APPLICANT:** Betty Middleton and Dina Gallion

**EXHIBITS:** Zoning Map

**PREPARED BY:** Susan Davis, Planning Tech

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**PROPERTY INFORMATION**

**LOCATION:** 1120 Bassett Rd.

**ZONING:** MR, Mixed Residential

**OVERLAY ZONES:** None

**LAND USE:** Vacant

**ADJACENT ZONING:** MR, Mixed Residential

**ACREAGE:** 0.8820 acres

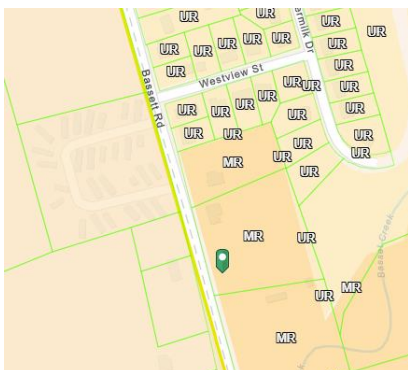
**SUBDIVISION:** Middleton Oaks

**SUMMARY OF REQUEST**

The applicants, Betty Middleton and Dina Gallion, applied for a specific use permit to place a double-wide mobile home at 1120 Bassett Rd. The property is zoned MR, Mixed Residential which allows the placement of a mobile home if approved by specific use permit.

**PROPERTY ZONING AND LAND USE**

The property where the mobile home is proposed to be located is zoned Mixed Residential. Adjacent zoning districts include Mixed Residential to the north, south, and east. The City boundary line is located at the western border of the property.



### **WATER, SEWER AND STREET ACCESS**

Public water, sewer and street access are available from Bassett Road.

### **PUBLIC NOTICE**

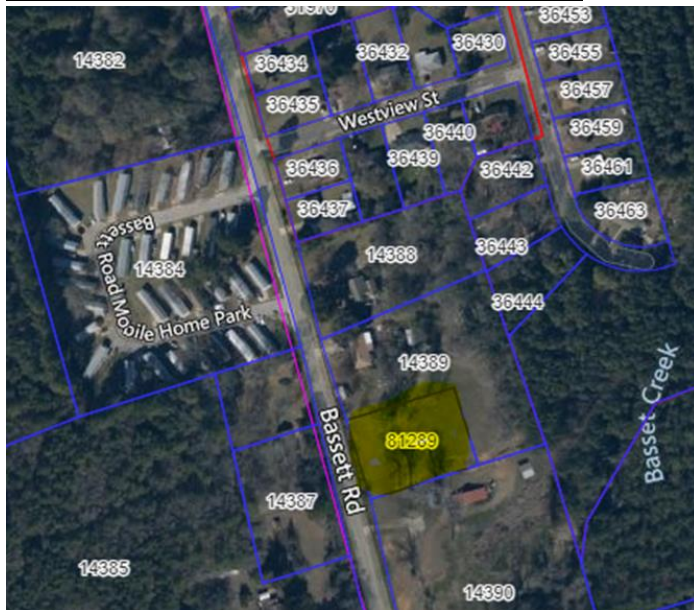
On September 18, 2024, six notices were mailed to property owners within 200 feet of the location of the specific use permit request. One (17%) has been returned in favor of the request. One (17%) has been returned in opposition. Four (66%) have not responded.

### **ZONING AND DEVELOPMENT REQUIREMENTS / MOBILE HOMES**

The requirements for placement of a manufacture home are stated as follows:

- Mobile home manufactured cannot be over five years old;
- Non-combustible underpinning shall be installed;
- The front of the mobile home shall face the street;
- All-weather off-street parking spaces for two vehicles;
- Only double-wide mobile homes shall be considered for a specific use permit;

### **SPECIFIC USE PERMIT LOCATION MAP**



### **STAFF COMMENTS AND RECOMMENDATION**

Although city staff advised applicants that a Specific Use Permit would be required for the placement of a manufactured home, the home was delivered before applicant applied. The area is populated with single family residences. However, a manufactured home park is located across Bassett Road in the county.

### **COUNCIL REVIEW**

The item will be placed on Council's agenda for consideration on October 28, 2024.



Agenda Date: 10/03/2024  
To: Planning and Zoning Commission  
From: Teresa Herrera, City Manager  
Agenda Item: Specific Use Permit for 610 East Market Street  
Date Submitted: 09/26/2024

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**SUMMARY:**

Public hearing and consideration of a Specific Use Permit for placement of a full service car wash at 610 East Market Street, Original, Block 17, Lots 6, 7A, 7B, 8, 9A, 9B, 10, Tract A, which is zoned Central Business District. The applicant is Berry King for BK's Hand Car Wash & Detail. On September 18, 2024, fourteen notices were mailed to property owners within 200 feet of the location of the specific use permit request. Two (14%) have been returned in favor of the request, none have been returned in opposition, and twelve (86%) have not responded.

**RECOMMENDED ACTION:**

Discussion and consideration of the requested specific use permit.

**CITY MANAGER APPROVAL:**

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**Attachments**

Application  
Notice  
Staff Report

#240618



## SPECIFIC USE PERMIT APPLICATION

### APPLICANT INFORMATION

Applicant Name: BK'S Hand Car Wash & Detail  
Address: 300 N. Robb  
City: Trinity State: TX Zip: 75862  
Phone Number: 281 850 8386 Email: bkshandcarwash@gmail.com

Berry King - owner

### PROPERTY DESCRIPTION

Address (if available): 610 East Market St R33920  
Subdivision: Original Lot: \_\_\_\_\_ Block: 17  
Anderson County Appraisal District Block Map # \_\_\_\_\_ Tract #: \_\_\_\_\_  
Existing Deed Restrictions: ☐ Yes (Attach a copy with the application) ☐ No  
Proposed Deed Restrictions: ☐ Yes (Attach a copy with the application) ☐ No

### PRESENT USE OF PROPERTY

Describe how the property is currently being used: Tire Shop

### PROPOSED USE OF PROPERTY

Describe the proposed use of the property (be specific): Car wash / Detail shop

Attach additional sheets if necessary including any surveys or drawings that will show the proposed improvements on the property.

CBD -





## SPECIFIC USE PERMIT COMMENT FORM

**CASE # XZ-24-09**

**October 3, 2024, at 1:30PM**

Members of the Planning and Zoning Commission

Per the request for a Specific Use Permit for Car Wash, Full Service, to be placed at **610 E Market St, Original, Block 17, Lot 6, 7A, 7B, 8, 9A, 9B, 10, Tract A.**

I am (check one): ☐ In Favor of the request ☐ Opposed to the request

**IMPORTANT: Please complete survey and return.**

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Comments:

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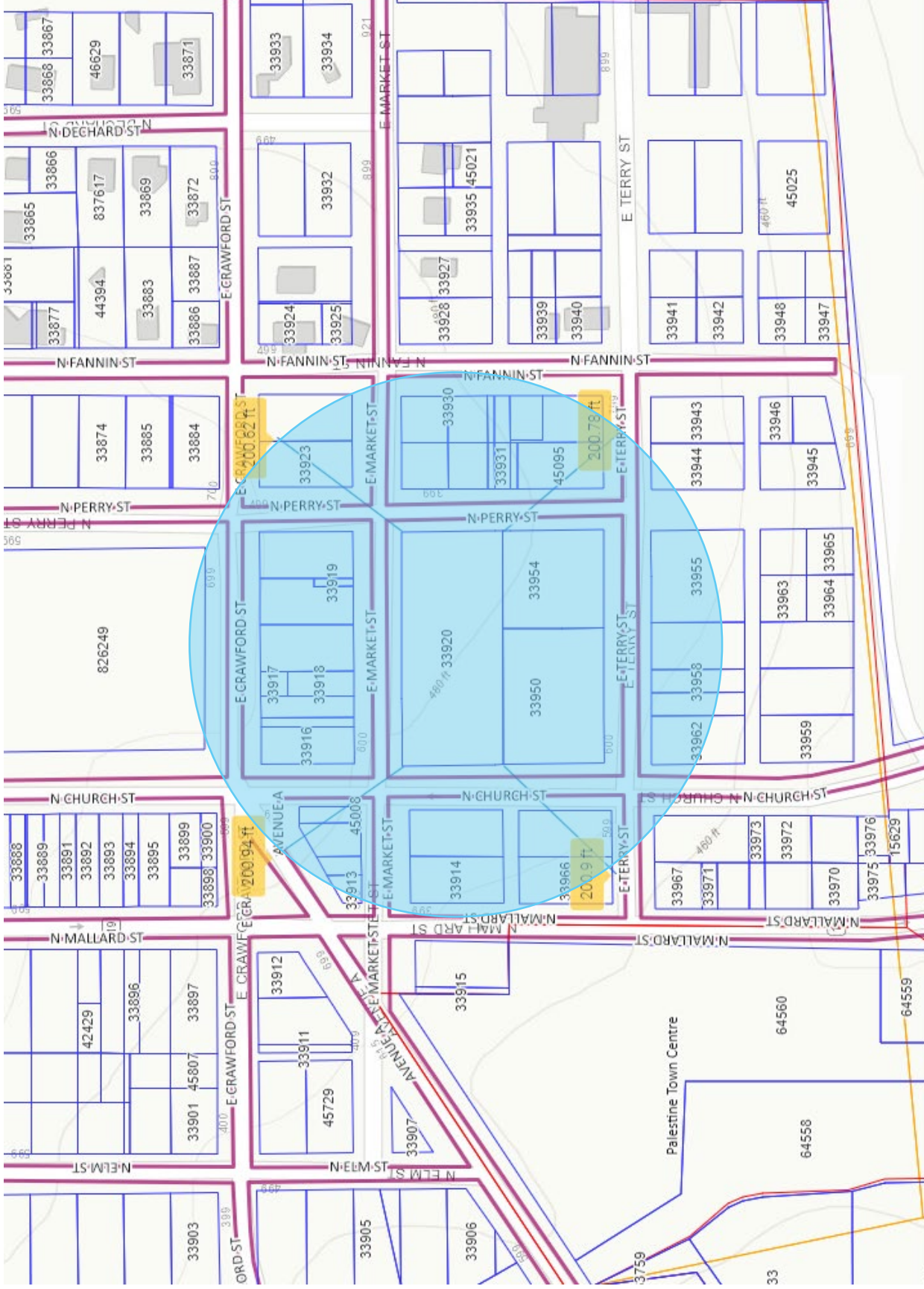
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### Comment Form Return Options:

**Mail:** Attention Development Services  
504 North Queen Street  
Palestine, Texas 75801

**Email:** [plantech@palestine-tx.org](mailto:plantech@palestine-tx.org)

# 200 Ft Radius Map







**PLANNING AND ZONING COMMISSION**  
**AGENDA DATE: October 3, 2024**  
**ITEM XZ-24-9 / STAFF REPORT**

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**REQUEST:** A specific use permit to allow a full service car wash at 610 East Market Street

**APPLICANT:** Barry King for BK's Hand Car Wash & Detail

**EXHIBITS:**

**PREPARED BY:** Susan Davis, Planning Tech

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**PROPERTY INFORMATION**

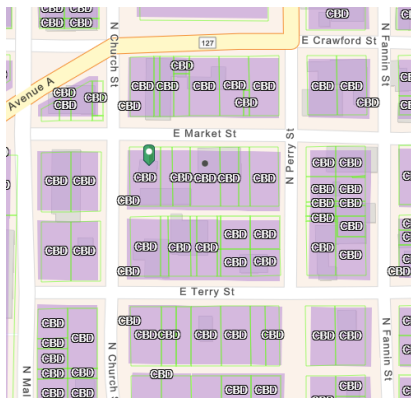
LOCATION: 610 East Market Street  
ZONING: CBD, Central Business District  
OVERLAY ZONES: Main Street  
LAND USE: Commercial  
ADJACENT ZONING: Central Business District  
ACREAGE: 0.9299 acres  
SUBDIVISION: Original

**SUMMARY OF REQUEST**

The applicant, Barry King, applied for a specific use permit to allow a full-service car wash at 610 East Market Street. The property is zoned Central Business District which allows a full-service car wash if approved by specific use permit.

**PROPERTY ZONING AND LAND USE**

The property where the car wash is proposed to be located is zoned Central Business District. Adjacent zoning districts include Central Business District to the south, east, and west and Mixed Residential to the north.



On September 18, 2024, fourteen notices were mailed to property owners within 200 feet of the location of the specific use permit request. Two (14%) have been returned in favor of the request, none have been returned in opposition, and twelve (86%) have not responded.

Chapter 39, Article II, Section 2-13 of the Code of Ordinances for the City of Palestine requires a Specific Use Permit for Car Wash, Full Service in the Central Business zoning district.

The proposed location is adjacent to Owens Tire. Applicant has indicated that he will install the appropriate grease trap and grit trap to protect the city's water system.

The item will be placed on Council's agenda for consideration on October 28, 2024.



Agenda Date: 10/03/2024  
To: Planning and Zoning Commission  
From: Teresa Herrera, City Manager  
Agenda Item: Specific Use Permit for 3580 Loop 256  
Date Submitted: 09/26/2024

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**SUMMARY:**

Public hearing and consideration of a Specific Use Permit for equipment storage at 3580 Loop 256, Daniel McKinzie Survey, A-527, Block 1258, Tract 17C, which is zoned Retail Commercial. The applicant is Matthew Strarr for 5 Starr Tree Service LLC. On September 16, 2024, eight notices were mailed to property owners within 200 feet of the location of the specific use permit request. None have been returned in favor or in opposition, and eight (100%) have not responded.

**RECOMMENDED ACTION:**

Discussion and consideration of the requested specific use permit.

**CITY MANAGER APPROVAL:**

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**Attachments**

Application  
Notice  
Staff Report

#240612



## SPECIFIC USE PERMIT APPLICATION

### APPLICANT INFORMATION

Applicant Name: MATTHEW STARR - S STARR TREE SERVICE LLC  
Address: 380 AN COUNTY RD 404  
City: PALESTINE - State: TX Zip: 75803  
Phone Number: 903 922 0440 Email: SSTARRTREE Fax: @GMAIL.COM

### PROPERTY DESCRIPTION

Address (if available): 3580 Loop 256  
Subdivision: Daniel McKinzie Survey A-527 Lot: 1258 Block: 17C  
Anderson County Appraisal District Block Map # 1258 Tract #: 17C  
Existing Deed Restrictions: ☐ Yes (Attach a copy with the application) ☐ No  
Proposed Deed Restrictions: ☐ Yes (Attach a copy with the application) ☐ No

### PRESENT USE OF PROPERTY

Describe how the property is currently being used: VACANT LOT

### PROPOSED USE OF PROPERTY

Describe the proposed use of the property (be specific): WE WOULD COVER WITH ROCK BASE FOR PARKING EQUIPMENT AND ERECT FENCE FOR SECURITY OF EQUIPMENT. AT A LATER POINT WE WOULD ADD METAL SHOP/OFFICE FOR EQUIPMENT AND SIGNAGE FOR BUSINESS. WE WOULD ADD LANDSCAPING AS NEEDED FOR SCREENING AND ~~AND~~ BEAUTIFICATION.

Attach additional sheets if necessary including any surveys or drawings that will show the proposed improvements on the property.



## SPECIFIC USE PERMIT COMMENT FORM

**CASE # XZ-24-07**

**October 3, 2024, at 1:30PM**

Members of the Planning and Zoning Commission

Per the request for a Specific Use Permit for Equipment Storage to be placed at **3580 Loop 256, Daniel McKinzie Survey, A-527, Block 1258, Tract 17C.**

I am (check one): ☐ In Favor of the request ☐ Opposed to the request

**IMPORTANT: Please complete survey and return.**

Name: \_\_\_\_\_ Address: \_\_\_\_\_

\_\_\_\_\_

Comments:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

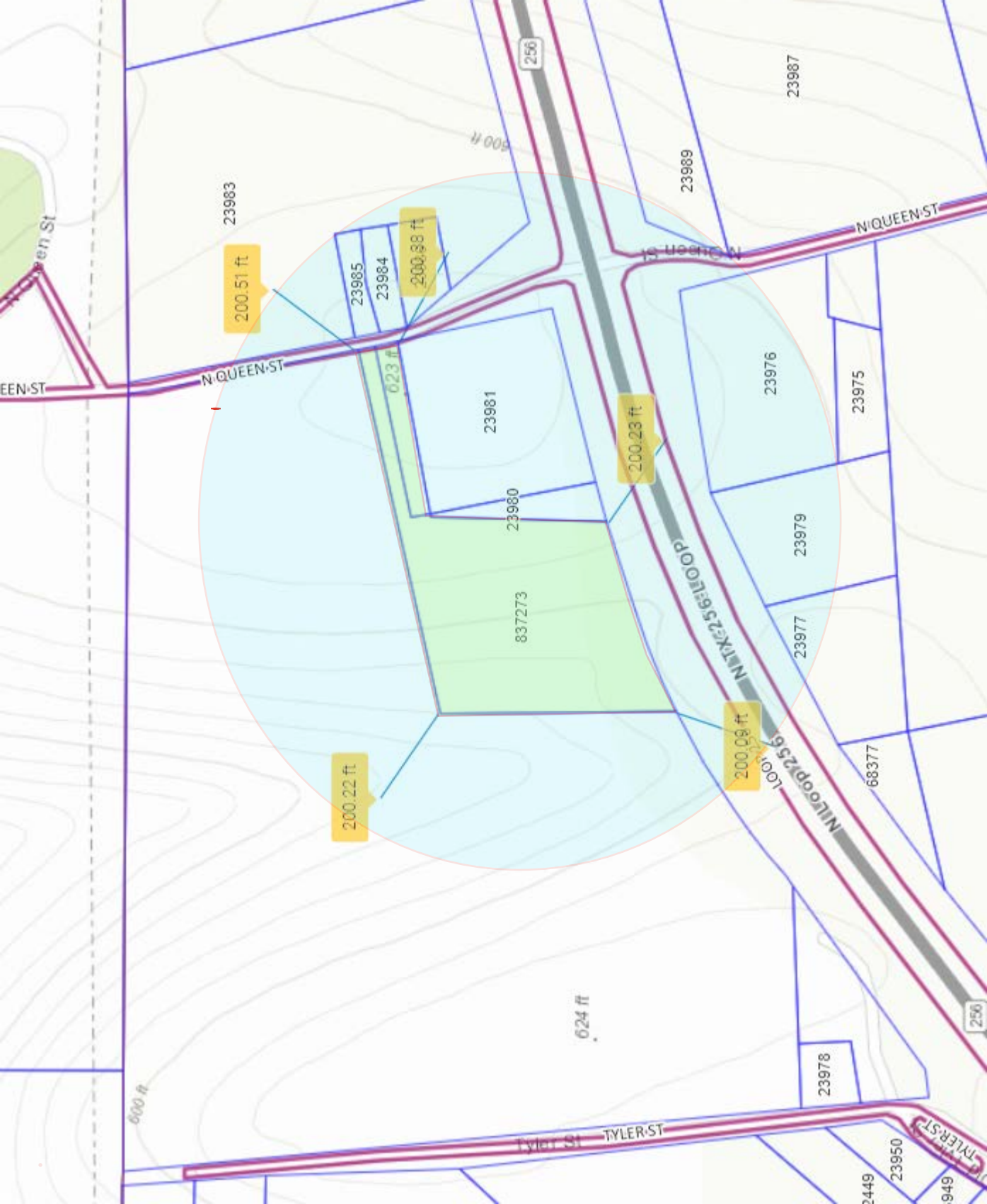
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### Comment Form Return Options:

**Mail:** Attention Development Services  
504 North Queen Street  
Palestine, Texas 75801

**Email:** [plantech@palestine-tx.org](mailto:plantech@palestine-tx.org)





**PLANNING AND ZONING COMMISSION**  
**AGENDA DATE: October 3, 2024**  
**ITEM XZ-24-7 / STAFF REPORT**

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**REQUEST:** A specific use permit to allow Equipment Storage at 3580 N. Loop 256

**APPLICANT:** Matthew Starr for 5 Starr Tree Service LLC

**EXHIBITS:** Zoning Map

**PREPARED BY:** Susan Davis, Planning Tech

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**PROPERTY INFORMATION**

**LOCATION:** 3580 Loop 256

**ZONING:** RC, Retail Commercial

**OVERLAY ZONES:** None

**LAND USE:** Commercial – unimproved

**ADJACENT ZONING:** Retail Commercial, Highway Commercial, and Mixed Residential

**ACREAGE:** 4.094 acres

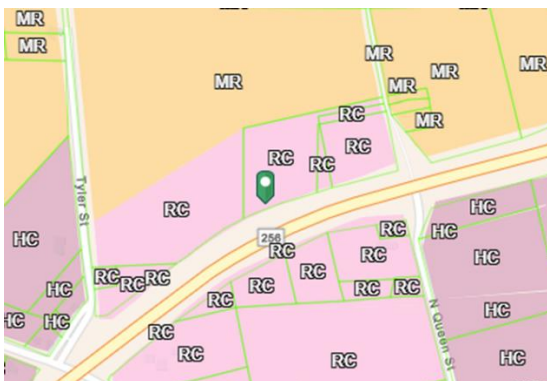
**SUBDIVISION:**

**SUMMARY OF REQUEST**

The applicant, Matthew Starr, applied for a specific use permit to allow equipment storage at 3580 N. Loop 256. The property is zoned RC, Retail Commercial which allows equipment storage if approved by specific use permit.

**PROPERTY ZONING AND LAND USE**

The property where the equipment storage is proposed to be located is zoned Retail Commercial. Adjacent zoning districts include Retail Commercial to the south, east, and west and Mixed Residential to the north.





### **PUBLIC NOTICE**

On September 16, 2024, eight notices were mailed to property owners within 200 feet of the location of the specific use permit request. None have been returned in favor or in opposition, and eight (100%) have not responded.

### **ZONING AND DEVELOPMENT REQUIREMENTS**

Chapter 39, Article II, Section 2-13 of the Code of Ordinances for the City of Palestine requires a Specific Use Permit for Equipment Storage in the Retail Commercial zoning district.

### **SPECIFIC USE PERMIT LOCATION MAP**



### **STAFF COMMENTS**

Adjacent properties are unimproved with the exception of Alliance Towing & Transport on the southwest corner of Loop 256 and Queen and a communications tower on the northwest corner of Loop 256 and Queen.

### **COUNCIL REVIEW**

The item will be placed on Council's agenda for consideration on October 28, 2024.





Agenda Date: 10/03/2024  
To: Planning and Zoning Commission  
From: Teresa Herrera, City Manager  
Agenda Item: Specific Use Permit for 310 West Oak Street  
Date Submitted: 09/26/2024

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**SUMMARY:**

Public hearing and discussion to consider a Specific Use Permit allowing a private tattoo salon at 310 West Oak Street, Original, Block 164, Lot 19B and 20B. The property is zoned CBD, Central Business District, which allows the use by right. However, the property is also located within a historic overlay, which only allows a Body Art Studio/Branding, Piercing and Tattoo Facility if approved by specific use permit. On September 13, 2024, twelve notices were mailed to property owners within 200 feet of the location of the specific use permit request. None have been returned in favor of the request. None have been returned in opposition. Twelve (100%) owners did not respond.

**RECOMMENDED ACTION:**

Discussion and consideration of the requested specific use permit.

**CITY MANAGER APPROVAL:**

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**Attachments**

Application  
Notice  
Staff Report

# 240601



## SPECIFIC USE PERMIT APPLICATION

### APPLICANT INFORMATION

Applicant Name: Tina Gray  
Address: 403 Kickapoo St.  
City: Palestine State: TX Zip: 75803  
Phone Number: 919-754-7492 Email: tiramonyuk@yahoo.com

### PROPERTY DESCRIPTION

Address (if available): 310 West Oak St. Palestine TX 75801  
Subdivision: \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_  
Anderson County Appraisal District Block Map # \_\_\_\_\_ Tract #: \_\_\_\_\_  
Existing Deed Restrictions: ☐ Yes (Attach a copy with the application) ☐ No  
Proposed Deed Restrictions: ☐ Yes (Attach a copy with the application) ☐ No

### PRESENT USE OF PROPERTY

Describe how the property is currently being used: Current property is a hair salon

### PROPOSED USE OF PROPERTY

Describe the proposed use of the property (be specific): the property will still be a hair salon. The owner, Rona, has a room available - completely closed off from the salon. She would like me to use the room for a private tattoo studio. I am looking to have this space approved for such use. Strickly tattooing by appointment only. Thank-you

Attach additional sheets if necessary including any surveys or drawings that will show the proposed improvements on the property.



## SPECIFIC USE PERMIT COMMENT FORM

**CASE # XZ-24-06**

**October 3, 2024, at 1:30PM**

Members of the Planning and Zoning Commission

Per the request for a Specific Use Permit for a Body Art Studio/Branding, Piercing and Tattoo Facility to be placed at **310 West Oak Street, Original, Block 164, Lot 19B & 20B.**

I am (check one): ☐ In Favor of the request ☐ Opposed to the request

**IMPORTANT: Please complete survey and return.**

Name: \_\_\_\_\_ Address: \_\_\_\_\_

\_\_\_\_\_

Comments:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

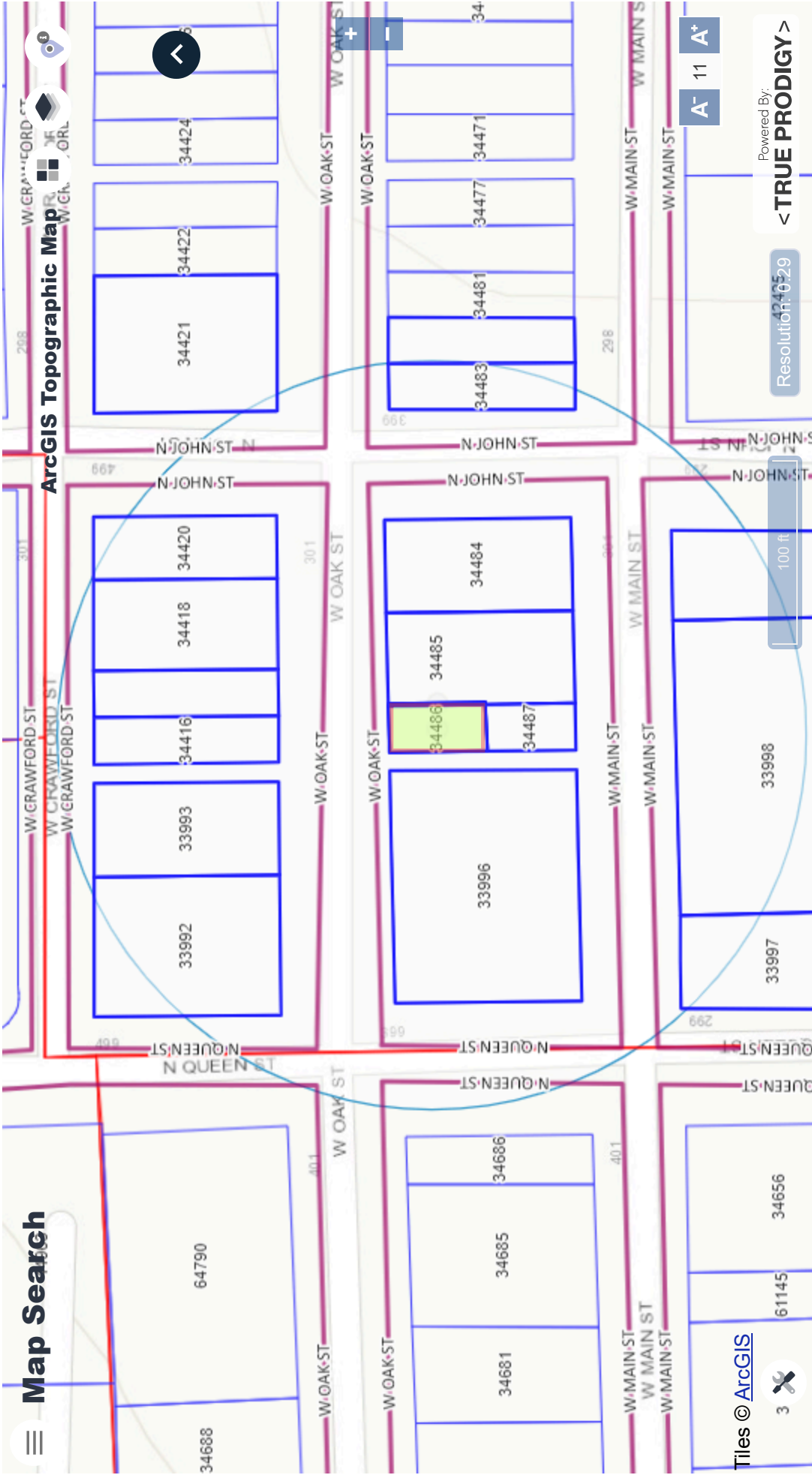
\_\_\_\_\_

\_\_\_\_\_

### Comment Form Return Options:

**Mail:** Attention Development Services  
504 North Queen Street  
Palestine, Texas 75801

**Email:** [plantech@palestine-tx.org](mailto:plantech@palestine-tx.org)





**PLANNING AND ZONING COMMISSION**  
**AGENDA DATE: October 3, 2024**  
**ITEM XZ-24-6 / STAFF REPORT**

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**REQUEST:** A specific use permit to allow a Body Art Studio/Branding, Piercing and Tattoo Facility at 310 West Oak Street

**APPLICANT:** Tina Gray

**EXHIBITS:** Downtown Historic District Overlay Map

**PREPARED BY:** Susan Davis, Planning Tech

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**PROPERTY INFORMATION**

**LOCATION:** 310 West Oak Street  
**ZONING:** CBD, Central Business District  
**OVERLAY ZONES:** Downtown Historic District  
**LAND USE:** Commercial – Private Tattoo Studio  
**ADJACENT ZONING:** CBD, Central Business District  
**ACREAGE:** 0.0311 acres  
**SUBDIVISION:** Original

**SUMMARY OF REQUEST**

The applicant, Tina Gray, applied for a specific use permit to allow a private tattoo salon at 310 West Oak Street. The property is zoned CBD, Central Business District which allows the use by right. However, the property is also located within a historic overlay, which only allows a Body Art Studio/Branding, Piercing and Tattoo Facility if approved by specific use permit.

**PROPERTY ZONING AND LAND USE**

The property where the tattoo salon is proposed to be located is zoned Central Business District and is also in the Downtown Historic District. Adjacent zoning districts include Central Business District and historic overlay to the north, south, east, and west.

**PUBLIC NOTICE**

On September 13, 2024, twelve notices were mailed to property owners within 200-feet of the location of the specific use permit request. None have been returned in favor of the request. None have been returned in opposition. Twelve (100%) owners did not respond.

## **ZONING AND DEVELOPMENT REQUIREMENTS**

Chapter 39, Article II, Section 2-13 of the Code of Ordinances for the City of Palestine requires a Specific Use Permit for the Body Art Studio/Branding, Piercing and Tattoo Facility use within a historic preservation overlay.

## **SPECIFIC USE PERMIT LOCATION MAP**



## **STAFF COMMENTS**

Bloodlines Tattoo Studio is located on West Oak is also within the historic overlay.

## **COUNCIL REVIEW**

The item will be placed on Council's agenda for consideration on October 28, 2024.

XZ-24-6 /10.03.2024

S.U.P. Tattoo Facility / 310 West Oak Street

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Agenda Date: 10/03/2024  
To: Planning and Zoning Commission  
From: Teresa Herrera, City Manager  
Agenda Item: Consider amending Chapter 39, Section 39.5.3  
Date Submitted: 09/26/2024

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**SUMMARY:**

Public hearing and discussion to consider amending Chapter 39, Section 39.5.3, Use Definitions to amend the proposed definition for Limited-Service Hotel which was approved during the August 1, 2024, Planning & Zoning Commission meeting. The amendment would change the minimum requirement for 2,000 square feet of meeting space to 4,000 square feet of meeting space as stated below:

Limited-Service Hotel: A building or group of buildings used as a temporary dwelling place for individuals in exchange for financial consideration where customary hotel services such as linen, housekeeping service, and telephone are provided. The property must also provide a minimum of 90 guest rooms and offer a minimum of 4,000 square feet of meeting space. Financial consideration for hotel room units is generally calculated on a nightly basis.

**RECOMMENDED ACTION:**

For discussion and consideration.

**CITY MANAGER APPROVAL:**

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Agenda Date: 10/03/2024  
To: Planning and Zoning Commission  
From: Teresa Herrera, City Manager  
Agenda Item: Consider Supplementary Use Requirements for Hotels  
Date Submitted: 09/26/2024

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**SUMMARY:**

Public hearing and discussion to consider amending Chapter 39, Section 39.2.4, Supplementary Use Requirements to add use requirements for hotels.

**RECOMMENDED ACTION:**

For discussion and consideration.

**CITY MANAGER APPROVAL:**

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**Attachments**

Supplementary Use Requirements - Hotels



#### Sec. 39.2.4. Supplementary use requirements for hotels.

##### 1. Building design.

- a. Accessibility. A guest room shall be accessible only from an internal hallway that is accessible from a central lobby area contained within the hotel.

##### 2. Site facilities.

- a. Number of rooms. All hotels must provide at least 90 rooms. A full-service hotel shall provide at least 120 guest rooms.
- b. Meeting rooms. All hotels must have at least 4,000 square feet of meeting room space. A full-service hotel must provide at least 8,000 square feet of meeting room space, which may be divisible with modular walls.
- c. Amenities. All hotels shall offer recreational facilities with a combined area of 800 square feet, such as, but not limited to, swimming pools, exercise rooms, game courts, or spas. A full-service hotel shall provide recreational facilities with a combined area of 1000 square feet, such as, but not limited to pools, exercise rooms, game courts, or spas.
- d. Food service. All hotels must provide at least limited food and beverage service. Limited food and beverage service must at a minimum include a self-service continental breakfast provided in an on-site dining room suitable for seating at least 30 guests at a time. Full-service hotels shall provide a full-service restaurant with full kitchen cooking and service staff on premises and be open to the public for breakfast and dinner with seating for at least thirty (30) customers.

##### 3. Parking and circulation. All hotels must have an attached, covered drive-through area adjacent to the hotel lobby entrance to accommodate temporary guest parking during check in and check out. In addition to the parking required for an on-site restaurant and meeting room space, each hotel must provide at least one parking space per guest room.

##### 4. Grandfather Clause. Any hotel property that was constructed prior to the date these requirements were established, shall be exempt from the standards therein. Additionally, if the structure should be rebuilt, it may be rebuilt to the standards by which it was originally constructed.