



March 13, 2023

Notice is hereby given of a Regular Meeting of the Planning and Zoning Commission to be held on March 13, 2023 at 5:00 p.m., via videoconference, with the opportunity to appear in person in the **Council Chambers, Room 119 of City Hall, 202 East Pilar Street, Nacogdoches, Texas**, for the purpose of considering the following agenda items. All agenda items are subject to action.

The City of Nacogdoches Planning & Zoning meeting will be deemed as being conducted via videoconference. However, some Board Members may attend virtually, while others may be present in the above stated physical location. Regardless, the meeting will be streamed live at www.nactx.us/1200/Channel-21. There will be an opportunity for the public to comment on agenda items either by teleconference or in person in Council Chambers.

Members of the public who wish to submit comments on a listed agenda item in writing or via teleconference must contact the Planning & Zoning office by email at cloutiera@nactx.us or by calling 936-559-2574 and providing their name, telephone number and relevant agenda item upon which they wish to speak. All requests to make comments via teleconference must be received by 12:00 p.m. on Monday, March 13, 2023. For all timely requests received, staff will call the submitted phone numbers directly during the meeting when the corresponding item comes up for comment. NOTE: The incoming phone call from City staff will be an unfamiliar number.

**PLEASE LIMIT PRESENTATIONS TO THREE MINUTES
(UNLESS PRIOR APPROVAL IS OBTAINED)**

1. CALL TO ORDER.
2. PLEDGE OF ALLEGIANCE.
3. Open Forum: In addition to public comment on agenda items, the Commission offers an open forum whereby citizens may comment on governance issues over which the City of Nacogdoches has domain. In accordance with the Texas Open Meetings Act, members of the Commission shall not discuss, deliberate, or make any decisions on topics not posted as an agenda item. Speakers should address all remarks to the Commission and limit your remarks to no more than 3 minutes.
4. **CONSENT AGENDA:**
All matters listed under the Consent Agenda are considered routine by the Commission and will be enacted by one motion. These items include final plats where staff has found compliance with all minimum subdivision regulations. All items approved by Consent are approved with any and all staff recommendations. Since there will not be separate discussion of these items, citizens wishing to address the Commission regarding one or more items on the Consent Agenda may address the Commission at this time as well. If any Commissioner desires to discuss an item on the Consent Agenda it may be moved to the Regular Agenda for further consideration.
 - A. Approval of Minutes: Consider approval of minutes from the February 13, 2023 Planning & Zoning Commission meeting.

City of Nacogdoches Planning Department
202 E. Pilar – PO Box 635030 – Nacogdoches, TX 75963
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Home of Stephen F. Austin State University □ www.sfasu.edu



5. REGULAR AGENDA: City Council will receive staff recommendations and public input on the following items, and may deliberate and take formal action on the item.
 - A. Consideration, discussion, and possible action on items removed from the Consent Agenda by Commission action.
 - B. **Public Hearing:** Consider a request for approval of a Zone Change from PD, Planned development, to R-1, Single Family, for approximately .5 acres, being Lot 54-A-1, City Block 54, generally located along Post Oak Road, approximately 1,200 feet south of Sir Galahad Drive. This request has been submitted by Tim Ward. Case File ZON2023-02.
6. **WORK SESSION:**
 - A. Receive an update on the NacTogether Master Planning project.
 - B. Presentation and discussion of various subdivision design standards.
7. City Council decisions on Planning & Zoning cases: On February 21, 2023 City Council took the following action on the items listed below.
 - A. Approved 5-0: Request for approval of a Zone Change from A, Agriculture, to R-1 Single Family, for approximately 2.7 acres of land located along the eastern boundary of the city limits.
 - B. Approved 5-0: Request for approval of a Specific Use Permit (SUP) for an Accessory Apartment, for Lots 18-A and 19-A, City Block 67, located at 315 East Lakewood Street.
8. Discussion and possible action on future agenda items: A Planning & Zoning Member may inquire about a subject for which notice has not been given. A statement of specific factual information or the recitation of existing policy may be given. Any deliberation shall be limited to a proposal to place the subject on an agenda for a subsequent meeting.
9. ADJOURN.

Aimee Cloutier, Office Assistant III



The City Council Chambers is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the City Planning Department at (936) 559-2574 or FAX (936) 559-2910 for further information.

CERTIFICATION

I certify that the above notice was posted on the public notice board at City Hall, 202 East Pilar Street, on Wednesday, March 8, 2023 at 5:00 p.m. I further certify that the News Media were properly notified of this meeting as stated above.

Aimee Cloutier, Office Assistant III



**CITY OF NACOGDOCHES
PLANNING & ZONING COMMISSION MEETING MINUTES
FEBRUARY 13, 2023 AT 5:00 P.M.
REGULAR HYBRID MEETING**

MEMBERS PRESENT: Ruth Carroll; Margaret Forbes; Lily Phou; Matthew Perry; and Shannon Conklin

MEMBERS ABSENT: None

STAFF PRESENT: City Planner, Alaina Helton; Planning Technician, Juan Pollette; & Office Assistant, Aimee Cloutier;

OTHERS PRESENT: Adelaide Harber; Applicant, Lidia Harber; and Alton Hayes.

1. **Call to Order:** Chairman Conklin called the meeting to order at 5:00 p.m.
2. **Pledge of Allegiance:** Chairman Conklin led the Pledge of Allegiance.
3. **Open Forum:** Chairman Conklin opened the floor for public comment. There were no comments from the public.
4. **CONSENT AGENDA:** All matters listed under the Consent Agenda are considered routine by the Commission and will be enacted by one motion. These items include final plats where staff has found compliance with all minimum subdivision regulations. All items approved by Consent are approved with any and all staff recommendations. Since there will not be a separate discussion of these items, citizens wishing to address the Commission regarding one or more items on the Consent Agenda may address the Commission at this time as well. If any Commissioner desires to discuss an item on the Consent Agenda, it may be moved to the Regular Agenda for further consideration.

- a. **Approval of Minutes:** Consider approval of minutes from the January 9, 2023 Planning and Zoning Commission meeting.

Commissioner Phou made a motion to approve the minutes from the January 9, 2023 meeting as written. Commissioner Carroll seconded the motion, and the minutes were approved (4-1) with Chairman Conklin abstaining from the vote.

- b. **Approval of Minutes:** Consider approval of minutes from the January 25, 2023 Planning & Zoning Commission meeting.



Commissioner Perry made a motion to approve the minutes from the January 25, 2023 meeting as written, Commissioner Forbes seconded the motion. The minutes were approved unanimously (5-0).

5. REGULAR AGENDA:

a. Consideration, discussion, and possible action on items removed from the Consent Agenda by Commission action.

No items were removed from the Consent Agenda.

b. Public Hearing: Consider a request for approval of a Zone Change from A, Agricultural, to R-1, Single Family, for approximately 2.7 acres of land located along the eastern boundary of the city limits, being part of a 64.1 acre tract conveyed by HGT Group, LP, to JBSC Development, LLC, as described in Warranty Deed dated March 22, 2022, and recorded in Clerk's Document Number 2022-3135 of the Real Property Records of Nacogdoches County, Texas. This request has been submitted by JBSC Development. Case File ZON2023-01.

City Planner (CP), Alaina Helton addressed the Commission and went into detail about the applicant's request to zone approximately 2.7 acres of undeveloped property located at the end of Park Street from A, Agricultural to R-1, Single Family.

CP Helton explained the property was recently annexed into the city and was automatically zoned Agricultural. The 2.7 acres is part of the larger tract that was re-zoned to R-1, Single Family early this year.

CP Helton explained that the request runs concurrently with an approved a Chapter 380 agreement for a 143-lot single family subdivision. CP Helton stated staff recommends approval for the requested zone change.

There was discussion from the Commission and CP Helton regarding the 200 foot' letters and property owners outside the City Limits.

Commissioner Conklin opened the public hearing for public comment. There was none so he closed the public hearing.

Commissioner Phou made the motion to approve the zone change request. Commissioner Perry seconded the motion, and the motion passed unanimously (5-0).

c. Public Hearing: Consider a request for approval of a Specific Use Permit for an Accessory Apartment, for Lots 18-A and 19-A, City Block 67, located at 315 East Lakewood Street. This request has been submitted by Lidia Harber, Case File SUP2023-01.



CP Helton addressed the Commission and went into detail about the requested Specific Use Permit (SUP). She explained there is a single family home and a detached shop on the property. The applicant is proposing to turn the existing 600 square foot shop into an accessory apartment to live in while her adult daughter lives in the main dwelling. CP Helton stated the proposed accessory apartment will expand to 656 square feet and will make up 25.5% of the size of the primary residence, which is below the maximum 30% permitted. CP Helton stated that the property is zoned R-1, Single Family which is compatible with the adjacent development, therefore staff recommends approval for the request.

Chairman Conklin asked the Commission if they had any questions of city staff or the applicant.

Commissioner Forbes asked how the rule regarding occupancy and family members is currently enforced.

CP Helton stated the process is complaint-driven and if an investigation determines there is a violation, the Specific Use Permit could be revoked.

Chairman Conklin opened the floor for public comment.

Applicant, Lidia Harber, addressed the Commission stating her family is very small. She has two children to take care of her and the accessory apartment would be beneficial for both her and her adult children.

Chairman Conklin closed public comment and called for a motion.

Commissioner Perry made a motion to approve the request for the Specific Use Permit as presented. Chairman Conklin seconded the motion, and the motion passed unanimously (5-0).

6. City Council decisions on Planning & Zoning cases: On January 17, 2023, City Council took the following action on the items listed below.
 - a. Approved 5-0: Request for approval of a Zone Change from PD, Planned Development, to R-1 Single Family, for approximately 64.1 acres of land, generally located at the eastern terminus of Park Street.
7. **Discussion and possible action on future agenda items: A Planning & Zoning Member may inquire about a subject for which notice has not been given. A statement of specific information or the recitation of existing policy may be given. Any deliberation shall be limited to a proposal to place the subject on an agenda for a subsequent meeting.**

CP Helton addressed the Commission stating Keith Walzak, with DTJ, will be attending the March meeting remotely and will be giving an update on the NacTogether Comprehensive Planning project.

Commissioner Forbes asked about a workshop regarding zoning and subdivision design options.



CP Helton said this item would be included as a second workshop on the March agenda.

8. Adjourn

Chairman Conklin adjourned the meeting at 5:29 p.m.

Chairman Conklin

Attest: Aimee Cloutier, Office Assistant III

PRESENTER: Alaina Helton, City Planner

ITEM/SUBJECT: Public Hearing: Consider a request for approval of a Zone Change from PD, Planned development, to R-1, Single Family, for approximately .5 acres, being Lot 54-A-1, City Block 54, generally located along Post Oak Road, approximately 1,200 feet south of Sir Galahad Drive. This request has been submitted by Tim Ward. Case File ZON2023-02.

OVERVIEW: The request is for a zone change from PD, Planned Development to R-1, Single Family for approximately .5 acres located along Post Oak Road. The R-1, Single Family district is intended as an area for low density single-family uses. Lots in this district must be 8,250 square feet in lot area or larger.

Based on city records, the subject property is part of a three (3) lot Planned Development district that was approved with the adoption of the first zoning map in 1970. The lot is currently undeveloped and the applicant is requesting a zone change to R-1, Single Family in order to market the property for single family development.

Adjacent Land Use & Zoning

The subject property is zoned PD, Planned Development and is undeveloped. The surrounding zoning and land uses are as follows:

Direction	Comprehensive Plan	Zoning	Land Use
North	Rural Development	PD, Planned Development	Single Family
South	Rural Development	R-1, Single Family	Church
East (across Post Oak Rd.)	Rural Development	A, Agricultural	Agriculture
West	Rural Development	PD, Planned Development	Single Family

The subject property is located along the west side of Post Oak Road. The property to the north and west are part of the PD and are developed as a single family residence. The property to the south is zoned R-1, Single Family and is developed as a church. The area to the east across Post Oak Road is zoned A, Agricultural and is undeveloped.

STAFF REVIEW:

Per Section 118.139 of the Nacogdoches Zoning Ordinance, the following conditions shall be considered when reviewing an application for zoning change:

Compatibility: The specific use will be compatible with and not injurious to the use and

enjoyment of other property in the immediate vicinity, nor significantly diminish or impair property values within the immediate vicinity;

The properties within the immediate vicinity are primarily single family residential uses, with the exception of a church to the south that takes access to NE Stallings Drive. Staff finds that the zone change request is consistent with the existing single family zoning and development pattern in the area.

Orderly Growth and Development: The establishment of the specific use will not impede the normal and orderly development and improvement of surrounding vacant property;

The majority of the property to the north, west and south is developed, and the property to the east (across Post Oak Road) is an undeveloped open field. The rezoning should not impede the orderly growth of adjacent properties.

Supporting Facilities: Adequate utilities, access roads, drainage and other necessary supporting facilities have been or will be provided;

The subject property currently takes direct access from Post Oak Road. The property has access to public utilities, with 12-inch water main along Post Oak Road and a 6-inch sewer main via the adjacent lot to the west.. There are also sewer mains located to the north and south along Post Oak Road that could be extended to the property.

Drives and Parking: The design, location and arrangement of all driveways and parking spaces provides for the safe and convenient movement of vehicular and pedestrian traffic without adversely affecting the general public or adjacent developments;

Future development will meet all current driveway and parking requirements.

Nuisances: Adequate nuisance-prevention measures have been or will be taken to prevent or control offensive odor, fumes, dust, noise and vibration;

If the zone change is approved, future development will comply with City regulations regarding the prevention of offensive odor, fumes, dust, noise and vibrations.

Lighting: Any lighting to be provided will be directional so as not to disturb or adversely affect neighboring properties;

If the zone change request is approved, any new outdoor lighting would be subject to the City's current standards, which requires light fixtures to utilize a down lighting design, and prohibits fixtures that directly project light in all directions.

Landscaping: Sufficient landscaping and screening to ensure harmony and compatibility with adjacent property exists or will be provided;

Single family construction is not subject to commercial district landscaping requirements.

Comprehensive Plan: The proposed use is in accordance with the comprehensive plan.

Future Land Use

Per the 2003 Comprehensive Plan, the Future Land Use Plan (FLUP) Map designates the subject property as *Rural Development*. This land use category is described as, "Sparsely-populated areas with limited development that are still distinct from more urbanized areas. This typically encompasses relatively large tracts of unsubdivided land used for agriculture, forestry, resource extraction, widely-scattered homesteads and business establishments, natural open space, or activities not requiring permanent structures or improvements. Also includes areas that are gradually transitioning into urban uses and development." The property is designated as *Rural* due to the property being located along the perimeter of the city limits, just outside of the 224 Loop.

Thoroughfare Plan

Post Oak Road is a local road that serves as direct access for the subject property and the other residential uses in the area.

Land Use Policies, Goals & Objectives

The applicant has stated that the purpose of the rezoning is to market the property for future single family residential development. The request fits into the Goals of the Comprehensive Plan by encouraging *Growth Inward*, which includes promoting long-term growth in appropriate areas to achieve an efficient, diverse and balanced pattern of land uses, including infill development where appropriate (utilities, compatibility, etc.).

NOTICES & COMMUNITY INPUT:

Staff mailed six (6) notices to property owners within the 200-foot notification area. To date, staff has not received any written responses in opposition or in favor of the zone change. Staff received two (2) phone calls with general questions about the future development of the property.

This zoning application was also subject to the additional noticing practices that were approved by City Council in 2021. These include: a zoning sign located on the subject property; notices published on the City's webpage and social media platforms; and, mailed courtesy notices to property owners within 500 feet of the subject property.

Staff Recommendation

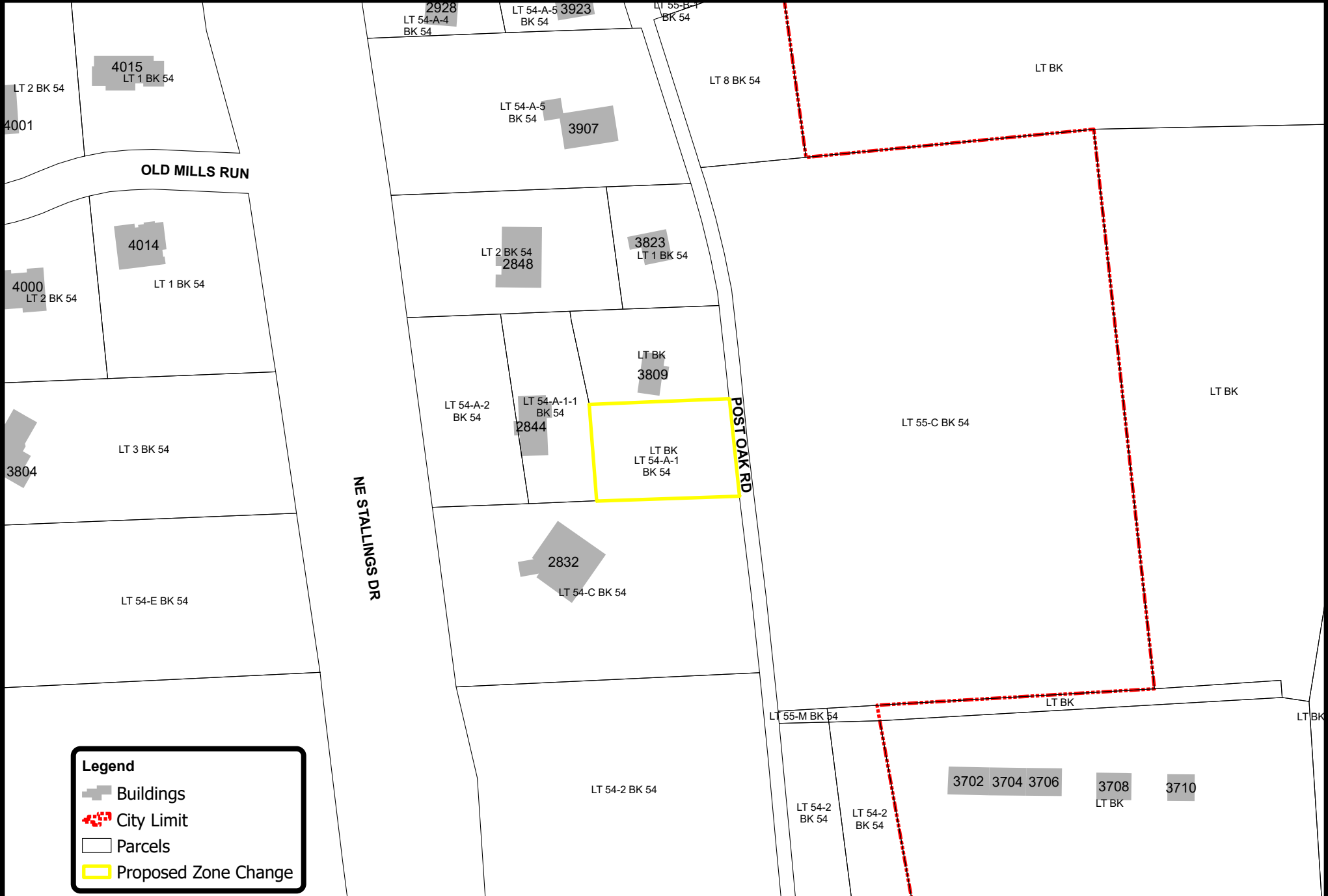
Staff finds that the request meets the review criteria as outlined above. Therefore, Staff recommends approval of the zone change from PD, Planned Development to R-1, Single Family. This item is scheduled to be heard by City Council on Tuesday, March 21st.

CITY CONTACT: Alaina Helton, AICP, City Planner
heltona@nactx.us
(936) 559-2572

ATTACHMENTS:

1. Location Map
2. Aerial Map
3. Zoning Map
4. Future Land Use Map
5. Notification Map
6. Site Photos

Location Map ZON2023-02



Date Created: 02/09/23 09:13 | Document Generated Automatically

Notice: This product is for informational purposes and may not have been prepared for or be suitable for legal, engineering, or surveying purposes. It does not represent an on-the-ground survey and represents only the approximate relative location of property boundaries.

Aerial Map ZON 2023-02



Legend

- Buildings
- City Limit
- Parcels
- Proposed Zone Change



0 60 120 180 240 Feet

Date Created: 02/09/23 09:13 | Document Generated Automatically

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Nacogdoches
Engineering Department
GIS Division

Existing Zoning

ZON 2023-02

Proposed Zoning



0 140 280 420 560 Feet

Date Created: 02/09/2023 | Software: ArcGIS Pro 3.0.3

Notice: This product is for informational purposes and may not have been prepared for or be suitable for legal, engineering, or surveying purposes. It does not represent an on-the-ground survey and represents only the approximate relative location of property boundaries.

Nacogdoches
Engineering Department
City of Nacogdoches

Future Land Use Map ZON 2023-02



0 60 120 180 240 Feet

Date Created: 02/09/23 09:13 | Document Generated Automatically

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200 Foot Notification Map

ZON2023-02: Post Oak Road

Legend

 200 Foot Buffer

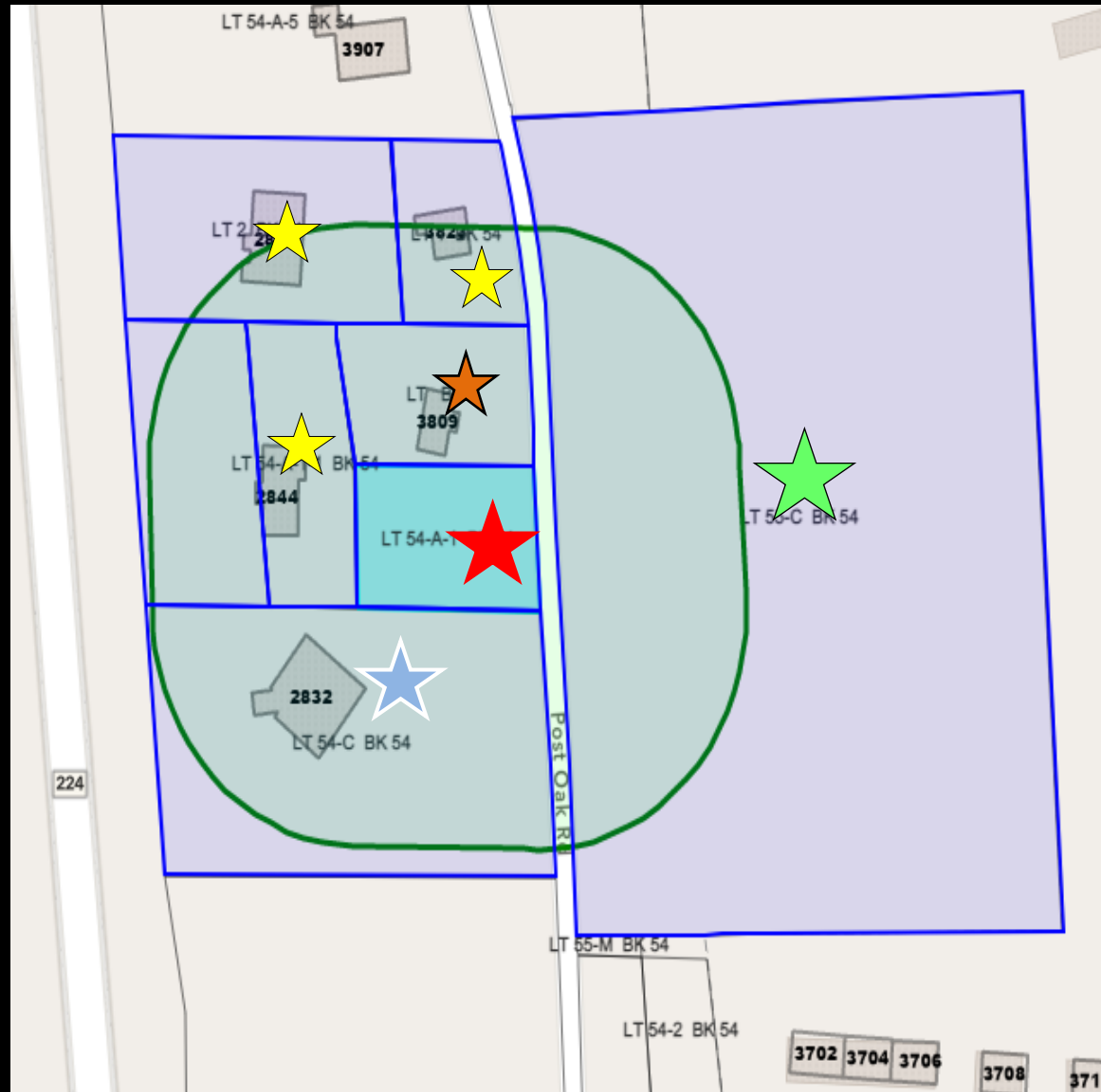
 Proposed Zone Change

 Single Family- Rental

 Single Family- Owner Occupied

 Agriculture

 Church



ZON2023-02 Site Photos

Subject Property





Residential
property to the
north

Church to the
south (fronts NE
Stallings)



Open field - east (across Post Oak Rd.)



Street view - south



Street view - north





Planning and Zoning Commission

Date: March 13, 2023

Agenda Item: 6.A.

PRESENTER: Alaina Helton, City Planner

ITEM/SUBJECT: Receive an update on the NacTogether Master Planning project.

OVERVIEW:

City Staff and DTJ Design will update the Planning & Zoning (P&Z) Commission on the Downtown Master Plan and Comprehensive Plan update process currently underway. On December 12, 2022, Staff provided an update to the P&Z Commission along with written reports and summaries of accomplishments thus far. Since the December P&Z Commission meeting, DTJ Design has been compiling all of the engagement feedback and has started on draft policies, plans and implementation documents. The committees are in the process of reviewing and discussing these items.

STAFF REVIEW:

N/A

CITY CONTACT: Alaina Helton, City Planner
heltona@nactx.us
936-559-2572

ATTACHMENTS: 1. Presentation Slides



Master Plan Project Update

Plan Process



NacTogether Update

- **December 6, 2022 Council Update**
 - Engagement Steps & Outreach Efforts
 - Summary of Committee Meetings
 - Next Steps & Project Timeline

Since the December Council Update, DTJ has been compiling the public feedback and started to draft policies, plans and implementation documents. The Committees are in the process of reviewing and discussing these items.

Focus Group Topics

- Housing
- Arts/Culture & Recreation



Other Activities

- Meet-&-Greet at Fredonia Brewery
- Housing & Economic Development Survey
- SFA campus outreach



Committee Tasks *(since December 6th)*

- **Comprehensive Plan Advisory Committee (CPAC):**
 - Reviewed Guiding Principles & Goals document.
 - Reviewed Housing study.
 - Reviewed Future Land Use Classifications.
 - Under Review - 1st Comprehensive Plan draft.
- **Downtown Master Plan Advisory Committee (DTAC):**
 - Reviewed Guiding Principles & Goals document.
 - Reviewed Downtown Initiatives.
 - Reviewed Implementation Strategies document.
 - Reviewed 1st Downtown Master Plan draft

Where We Are Now & What's Next?

- **Deliverables so far (DRAFTS):**
 - Downtown & Comprehensive Plan Existing Conditions Report
 - Downtown design sketches
 - Engagement report
 - Vision & Guiding Principles for Downtown & Comprehensive Plan
 - Housing Study
 - Downtown Master Plan
 - Comprehensive Plan
- **What we do next:**
 - Continue to review & refine Drafts (listed above)
 - Draft Future I-69 Corridor Study
 - Draft Policies & Implementation Strategies
 - Public Review & Comment -- April/ May 2023.
 - Completion date -- May/ June 2023.



Planning and Zoning Commission

Date: March 13, 2023

Agenda Item: 6.B.

PRESENTER: Alaina Helton, City Planner

ITEM/SUBJECT: Presentation and discussion of various subdivision design standards.

OVERVIEW:

City Staff will provide a broad overview of various types of subdivision design standards. This item will include a discussion of clutter subdivision standards.

STAFF REVIEW:

N/A

CITY CONTACT: Alaina Helton, AICP, City Planner
heltona@nactx.us
(936) 559-2572

ATTACHMENTS: 1. Presentation Slides

Subdivision Design Standards

P&Z Workshop

March 13, 2023

Subdivision

The division of a parcel of land:

- Into lots, blocks or sites (with or without streets)
- For the purpose of sale, transfer of ownership, or development



Subdivision Regulations

- Subdivision regulations are land use controls based upon the police power, and
- Are second only in importance to zoning as land use controls.
- Once the property appropriately zoned for that use, then the property may be subdivided to facilitate that use.

Subdivision Regs Include

- platting procedures and controls
- design regulations
- layout of streets
- drainage & utilities
- sidewalks, bike paths & landscaping
- lot sizes
- Private utilities - power gas lines, cable, etc.
- reservations - easements, open spaces, etc.

Cluster or “conservation” Subdivisions

Allows flexible design and development, to preserve natural and scenic qualities of open lands.

Need specific authorization from governing board:

- Can be allowed
- Can be mandated

Zoning identifies allowable:

- Location by districts
- Type of development



Examples of Conventional & Cluster Residential Development



Cottage Housing

- Smaller, single-family homes
- Clustered around common areas
- Shared open spaces
- Cohesive but individual design



Cottage Designs

- Avoid repetition
- Entry porches
- Common & private open space
- Attached or common parking areas



Small Lot Subdivisions

- Townhouse
- Rowhouse
- Patio home
- Affordable infill
- Lower infrastructure cost

