



# CITY OF DECATUR, TEXAS

Development Services ★ 1601 S. State Street ★ Decatur, TX 76234 ★ (940) 393-0250 voice ★ (940) 626-4629 fax

## AGENDA

### (Zoning) Board of Adjustment Meeting Wednesday, January 18, 2017 at 3:30 P.M. City Hall Council Chambers 201 E. Walnut

#### Call to Order

- ITEM 1: Approval of October 17, 2016 Minutes.
- ITEM 2: **ZBA2017-01**—The Board to hear public input and consider taking action on a request from Pastor Ron Fox, on behalf of Cornerstone Baptist Church, for a Special Exception from the City of Decatur’s Zoning Ordinance regarding parking in a Single Family-1 (SF-1) Zoning District. Specifically, applicant is requesting a Special Exception to the City of Decatur Code of Ordinances, Appendix B, “Zoning,” Article 7, “Development Standards,” Section 7.3, “Off-Street Parking and Loading Regulations,” Subsection 7.3.3 “Parking Requirements Based upon Use,” Item B(4) “Churches” requirement of one (1) space for each three (3) seats in the main sanctuary in addition to the requirements for other uses such as classrooms, offices, gymnasiums, and similar ancillary uses. Applicant is requesting to meet the parking requirements of one (1) space for each three (3) seats for the sanctuary and all ancillary uses. The subject property is legally described as proposed Lot 1, Block 1, Cornerstone Baptist Church Addition and is more commonly referred to as 1500 Preskitt Road, Decatur, Texas.
- ITEM 3: Discuss and Approve 2017 Meeting Schedule.
- ITEM 4: New and/or future business items.

#### Adjournment

Prepared and posted this 13<sup>th</sup> day of January 2017 in accordance with Chapter 551, Texas Government Code.

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Dedra D. Ragland, AICP  
Director of Planning and Development

**MINUTES  
(ZONING) BOARD OF ADJUSTMENT MEETING  
Monday, October 17, 2016 at 3:30 P.M.  
City Hall Meeting / Council Chambers  
201 E. Walnut**

A meeting of the City of Decatur (Zoning) Board of Adjustment was held at 3:30 p.m. on October 17, 2016, at City Hall with the following in attendance:

**MEMBERS PRESENT:**

Vice Chairman William Klose  
Lisa Caraway  
Don Ogle  
Murvelle Chandler (Alternate)  
Wayne Stone (Alternate)

**MEMBERS ABSENT:**

Chairman Mark Duncum

Others present were: Planning Director Dedra Ragland, Attorney Patricia Adams and Development Review Coordinator Codi Delcambre representing the staff; and Gary Cocanougher, representing the applicants.

**Call to Order: Vice- Chairman Duncum called the meeting to order at 3:32 p.m.**

**ITEM 1: Approval of August 15, 2016, Minutes.**

*Board Member Caraway made a motion to approve the August 15, 2016, minutes. Board Member Ogle seconded the motion. The motion passed 5-0.*

**ITEM 3: ZBA2016-07—The Board to hear public input and consider taking action on Gary Cocanougher’s request for a variance from the City of Decatur’s Zoning Ordinance regarding parking in a Light Industrial (LI) Zoning District. Specifically, applicant is requesting a special exception to the City of Decatur Code of Ordinances, Appendix B, “Zoning,” Article 7, “Development Standards,” Section 7.3, “Off-Street Parking and Loading Regulations,” Subsection 7.3.3 “Parking Requirements Based upon Use,” Item B(23) “Storage or Warehousing” requirement of one (1) space for each two employees or one (1) space for each one thousand (1,000) square feet of floor area, whichever is greater” to a requirement of no parking spaces required for the storage units. The subject property is legally described as Lot 1, Block 1, Decatur Self Storage LTD Addition and is more commonly referred to as 1200 E. US Hwy 380 Business, Decatur, Texas.**

Planning Director Ragland presented the staff report and explained why applicant is requesting a special exception from the City of Decatur’s Zoning Ordinance regarding parking in a Light Industrial (LI) Zoning District. Specifically, applicant is requesting a special exception to the City of

Decatur Code of Ordinances, Appendix B, "Zoning," Article 7, "Development Standards," Section 7.3, "Off-Street Parking and Loading Regulations," Subsection 7.3.3 "Parking Requirements Based upon Use," Item B(23) "Storage or Warehousing" requirement of one (1) space for each two employees or one (1) space for each one thousand (1,000) square feet of floor area, whichever is greater" to a requirement of no parking spaces required for the storage units.

Board Member Chandler made a motion to approve ZBA2016-07, to allow the requirement of no parking spaces required for the storage units. The subject property is legally described as Lot 1, Block 1, Decatur Self Storage LTD Addition and is more commonly referred to as 1200 E. US Hwy 380 Business, Decatur, Texas. Board Member Stone seconded the motion. The motion passed 5-0.

**The meeting was adjourned at 3:42 p.m.**

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Wil Klose, Vice-Chairman

**ATTEST:**

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Dedra Denée Ragland, Planning Director



## STAFF REPORT

*January 18, 2017 – Board of Adjustment Meeting*

**TO: (Zoning) Board of Adjustment**

**CASE: ZBA2016-08**

**FROM: Dedra D. Ragland, AICP, Planning Director**

**APPLICANT: Ron Fox/Cornerstone Baptist Church**

**DATE: January 10, 2017**

**REQUEST: Parking Special Exception**

### Subject:

Board to hear public input and consider taking action on a request from Pastor Ron Fox, on behalf of Cornerstone Baptist Church, for a Special Exception from the City of Decatur’s Zoning Ordinance regarding parking in a Single Family-1 (SF-1) Zoning District. Specifically, applicant is requesting a Special Exception to the City of Decatur Code of Ordinances, Appendix B, “Zoning,” Article 7, “Development Standards,” Section 7.3, “Off-Street Parking and Loading Regulations,” Subsection 7.3.3 “Parking Requirements Based upon Use,” Item B(4) “Churches” requirement of one (1) space for each three (3) seats in the main sanctuary in addition to the requirements for other uses such as classrooms, offices, gymnasiums, and similar ancillary uses. Applicant is requesting to meet the parking requirements of one (1) space for each three (3) seats for the sanctuary and all ancillary uses. The subject property is legally described as proposed Lot 1, Block 1, Cornerstone Baptist Church Addition and is more commonly referred to as 1500 Preskitt Road, Decatur, Texas.

### Case Notes:

On June 16, 2016, Development Service staff met with Pastor Ron Fox and the development team for the Cornerstone Baptist Church to discuss the city’s development and construction requirements for a new Church and multipurpose facility. Prior to the pre-application meeting, the architect had also inquired about the parking requirements for the sanctuary and the other ancillary uses, such as the classrooms, office and the fellowship hall. (Refer to Attachment 3). During the pre-application meeting, the staff reviewed the parking requirements for churches, which included the following information:

**Parking: One space for each three (3) seats in addition to the requirements for other primary uses...shall be summation of the parking requirements for each use.** (Refer to Attachment 4)

The Church representatives stated that over the long term, they did not foresee parking necessarily being an issue. They did ask that staff give consideration regarding the sharing of parking for the office, classroom and fellowship hall uses... no additional discussion regarding the parking ensued.

On December 1, 2016, Cornerstone Baptist Church submitted a complete building plan submittal for a new Church located at the corner of northwest corner of Deer Park and Preskitt Road. The parking layout only reflected the parking requirements for the sanctuary of one (1) parking space for each three (3) seats in the sanctuary for a total of 102 parking spaces. Based on staff’s calculation, a total of 200 parking spaces are required. Applicant is seeking a special exception for a difference of 88 parking spaces. (Refer to Attachment 5)

### Legality:

According to the Texas Local Government Code, the Board of Adjustment can legally authorize variations to the Zoning Ordinance subject to the conditions listed below (§211.008 010). Each case before the board must be heard by 75 percent of its members (§211.008.d), and the board can only

authorize a variation from the terms of the Zoning Ordinance with a concurring vote of 75 percent (§211.009.c).

### **Conditions for Approval:**

The applicant must meet all of the following four conditions to be legally granted a variance.

#### Financial or self-induced hardship cannot be considered:

1. The requested variance does not violate the intent and spirit of the ordinance. Special conditions of restricted area, shape, topography or physical features exist that are peculiar to the subject parcel and are not applicable to other parcels of land in the same zoning district.
2. The hardship is not the result of the applicant's actions, and
3. The interpretation of the provisions in this ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same zoning district that comply with the same provisions.

### **Deciding Factors:**

**The Board of Adjustment reviews the application and the response to the four conditions, and then hears the case to determine if the applicant qualifies. If the Board feels the applicant has met the stated conditions, then the Board may approve the variation as long as it meets these criteria (§211.009.a.3):**

- 1) The variation is not contrary to the public interest.
- 2) The variation is due to special conditions.
- 3) A literal enforcement of the ordinance would result in unnecessary hardship.
- 4) The spirit of the ordinance is observed and substantial justice is done.

### **Recommendation:**

#### ***Staff has the following findings:***

1. The requested variance **could** violate the intent and spirit of the ordinance. The Police Chief and the Building Official are both concerned that if there is not enough parking available, the church members will seek parking along Deer Park and Preskitt Road. Both would prefer a reduction from the required 200 parking spaces to 140-160 parking spaces. A property owner that received the 200' notification also contacted staff and was concerned that if a special exception was granted to reduce the parking, Deer Park would become congested with folks parking on either side of the road.
2. There **are** special considerations of physical features that are peculiar to the subject parcel that are not applicable to other parcels of land in the same zoning district. The property does have a number of transmission line and gas line easements that traverse the property. These easements do not permit the location or encroachment of permanent structures in said easements..
3. The hardship **is** a result of the applicant's action. The layout of the building and parking could be done in such a way as to meet the City's parking requirement for each use. The property does contain a number of utility easements that prohibit permanent structures from being located on top of or encroaching said easements. However, the applicant has obtained encroachment easement agreements from the electric and gas line service providers for the proposed driveways, which would also indicate parking could be permitted to encroach.
4. The interpretation of the provisions in this ordinance **does not necessarily** deprive the applicant of rights commonly enjoyed by other properties in the same zoning district that comply with the same provisions. Off-street parking and off-street loading requirements are necessary in order; to relieve congestion so that the street can be utilized more fully for the movement of vehicular traffic; and to promote the safety and convenience of pedestrians. The property does appear to have more than its share of transmission and distribution line

easements, which could also explain why the property has not been developed for all the years it has been annexed in the city. The easements do impact where a permanent structure can be located. However, the utility service providers are generally willing to work with development when it comes to parking. From a traffic management perspective, a variance of 88 parking spaces does raise some concerns with the City Engineer, Chief of Police and Building Official. Parking along Deer Park or Preskitt Road is objectionable to City staff and the surrounding neighbors. No parking signs along these roads may be a long term solution if variance is granted and parking becomes a problem along the rights-of-way. Extraneous impervious cover does adversely impact the natural environment. However, reducing parking while benefiting the environment should not overrule safety concerns.

Seventeen (17) property owners were notified. To date, staff has received no notices in favor of, neutral to or opposed to the request.

### **Options:**

#### Recommend approval:

From the evidence, testimony and plans presented, I move that the Board grant the special exception request ZBA2016-08 to reduce the parking requirements from 200 parking spaces to 102 parking spaces. The subject property is proposed as Lot 1, Block 1, Cornerstone Baptist Church Addition and is more commonly referred to as 1500 Preskitt Rd, Decatur, Texas.

#### Recommend approval with conditions:

From the evidence, testimony and plans presented, I move that the Board grant the special exception request ZBA2016-08 to reduce the parking requirements from 200 parking spaces to 102 (or some other number) parking spaces with conditions. The subject property is proposed as Lot 1, Block 1, Cornerstone Baptist Church Addition and is more commonly referred to as 1500 Preskitt Rd, Decatur, Texas. The conditions being as follows:...

#### Recommend denial:

From the evidence, testimony, and plans presented, I move that the Board deny the special exception request ZBA2016-08 to reduce the parking requirements from 200 parking spaces to 102 parking spaces. The subject property is proposed as Lot 1, Block 1, Cornerstone Baptist Church Addition and is more commonly referred to as 1500 Preskitt Rd, Decatur, Texas. Denial is based on the following findings:...

#### Recommend postponing consideration:

From the evidence, testimony, and plans presented, I move that the Board postpone consideration of variance to a date certain, and requesting additional information for the variance request ZBA2016-08 to reduce the parking requirements from 200 parking spaces to 102 parking spaces. The subject property is proposed as Lot 1, Block 1, Cornerstone Baptist Church Addition and is more commonly referred to as 1500 Preskitt Rd, Decatur, Texas. Additional data being as follows:...

### **Attachments**

1. Location Map
2. Application and Checklist/Letter of Intent
3. Applicant's preliminary questions concerning parking requirements
4. Excerpt of Pre-Application Meeting Minutes, June 16, 2016
5. Building Official's parking calculations (email to applicant)
6. 200' Notification Map and Property Owner Responses
7. Proposed Site Plan



## Attachment 2 Application and Checklist

### CITY OF DECATUR DEVELOPMENT SERVICES UNIVERSAL APPLICATION

Check box to indicate application type

*Incomplete applications will be rejected*

<input type="checkbox"/> Annexation Petition	<input type="checkbox"/> Gas Well Development Plat	<input type="checkbox"/> Special Use Permit
<input type="checkbox"/> Amending Plat	<input type="checkbox"/> Plat Extension-Final or Preliminary	<input type="checkbox"/> Subdivision Variance
<input type="checkbox"/> Comprehensive Plan Amendment	<input type="checkbox"/> Preliminary Plat	<input type="checkbox"/> Zoning Change
<input type="checkbox"/> Conveyance Instrument	<input type="checkbox"/> Replat	<input type="checkbox"/> Zoning Variance (ZBA)
<input checked="" type="checkbox"/> Design Standards Variance	<input type="checkbox"/> ROW Use Agreement	<input type="checkbox"/> Vacation Plat
<input type="checkbox"/> Final Plat	<input type="checkbox"/> ROW Abandonment/ Closing	<input checked="" type="checkbox"/> Other <u>Special Exception</u>

**Application Requirements:** Signed application form, application fees, Copy and filing fees, Proof of Ownership (Recorded Deed or current tax statements), required # of plats / plans, signed checklist and a PDF of all documentation.

**PROJECT INFORMATION:**  Residential  Commercial Is this property platted?  Yes  No  
If this property is not platted, submit a survey with complete metes and bounds description sealed by a licensed surveyor  
 Project Name: Cornerstone Baptist Church Total Acres: 10.426  
 Project Address (Location): 1500 Preskitt Rd Parcel(s) Tax ID R #: \_\_\_\_\_  
(LOT, BLOCK & SUBDIVISION OR SURVEY WITH METES & BOUNDS DESCRIPTION SEALED BY A LICENSED SURVEYOR)  
 Parent Project Name/Number: Cornerstone Baptist Church Parcel(s) Tax ID GEO #: A0537.0021.00  
 Brief Description of Project: Church facility ETJ  Yes  
 Is there a mortgage or any liens on the property?  Yes  No; if the answer is yes, additional information must be provided before plat application will be processed. Lien holder/mortgagee must also sign plat for filing of record.  
 Existing Use: \_\_\_\_\_ Existing Zoning: SF-1 # of Existing Lots: 1 # of Existing Units: \_\_\_\_\_  
 Proposed Use: Church Proposed Zoning: \_\_\_\_\_ # of Proposed Lots: 1 Proposed Units: \_\_\_\_\_

**APPLICANT INFORMATION:** Please circle your preferred method of contact.

Applicant / Company: Ronald Fox Email: pastorronfox@yahoo.com  
 Address: po bx 166 Phone: 940-210-9519 Fax: \_\_\_\_\_  
 City: Decatur State: TX Zip: 76234

Property Owner: Cornerstone Baptist Church Email: Same  
 Address: po bx 166 Phone: 940-210-9519 Fax: \_\_\_\_\_  
 City: Decatur State: TX Zip: 76234

Key Contact / Company: Ron Fox Email: pastorronfox@yahoo.com  
 Address: po bx 166 Phone: 940-210-9519 Fax: \_\_\_\_\_  
 City: Decatur State: TX Zip: 76234

**(MUST BE SIGNED FOR ALL APPLICATIONS)**

I hereby certify that I am the owner of the property identified in this application; or, that I am the authorized agent of the owner of said property; and that I am authorized to act in their behalf, and that this application, to the best of my knowledge and belief, is true and correct.

SIGNATURE: Ronald Fox  
(Letter of authorization required if signature is other than property owner)

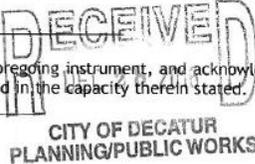
**PLAT WAIVER (MUST BE SIGNED FOR ALL PRELIMINARY, FINAL & REPLATS)**

I waive the statutory time limits in accordance with Section 212 of the Texas Local Government Code.

SIGNATURE: Ronald Fox

Known to me to be the person whose name is subscribed to the above and foregoing instrument, and acknowledged to me that they executed the same for the purposes and consideration expressed and in the capacity therein stated. Given under my hand and seal of office on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

Notary Public \_\_\_\_\_



**For Departmental Use Only**

Case#: SE2016-61

Project Mgr: DDR

Total Fee(s): 380.00

Payment Method: CK

Submission Date: 12/28/16

Accepted By: CO



# CITY OF DECATUR, TEXAS

Development Services ★ 1601 S. State St ★ P.O. Box 1299 ★ Decatur, TX 76234 ★ www.decaturtx.org

## Board of Adjustment Application Checklist

### General Requirements:

- A universal application form and the appropriate fees.
- A letter of explanation/justification.
- Submit a total of five (5) copies of site plan (if applicable) for the property. These copies should be individually folded with drawing side out.
- A location map clearly indicating the site in relation to adjacent streets, distance to nearest intersection and other landmarks.
- Submit one (1) copy of proof of ownership (recorded property deed or current year tax statements).
- Submit documentation on any and all liens and lien holders of property. *\*No liens\**
- One (1) CD-ROM containing the general required documents in Adobe PDF format.
- I have reviewed the checklist and all submittals for completeness and accuracy. If application submittal is determined to be incomplete, additional fees may be assessed.

*[Handwritten Signature]*  
\_\_\_\_\_  
Signature

*12-28-16*  
\_\_\_\_\_  
Date

### Content of the Letter of explanation/justification for a Zoning Variance:

I understand that I am applying for a variance from the Zoning Ordinance of the City of Decatur and that this variance can only be granted if I prove hardship by meeting four of the conditions below. I also understand that financial or self-induced hardship cannot be considered for granting a variance. Below I explain exactly how I meet these four conditions.

1. The requested variance does not violate the intent and spirit of the ordinance:  
*See Attached*
2. Special conditions of restricted area, shape, topography or physical features exist that are peculiar to the subject parcel of land and are not applicable to the other parcels of land in the same zoning district:  
*See Attached*
3. The hardship is in no way the result of the applicant's action:  
*See Attached*
4. The interpretation of the provisions in this ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same zoning district that comply with the same provisions:  
*See Attached*

Form Updated 03/2012

December 28, 2016

Zoning Board of Adjustment

RE: OFF-STREET PARKING REQUIREMENTS FOR CORNERSTONE BAPTIST CHURCH

We are seeking a determination that the city authored calculations used to determine the amount of parking required for our new church building does not reflect the reality of our parking needs and would result in a vast amount of unused and unnecessary paving.

Currently, Cornerstone Baptist Church meets at 701 W. Hale in a facility built in the 1960's. The average weekly Sunday morning attendance is about 150 people and the worship center physically can accommodate a maximum of about 200 people. The current parking lot is striped for 114 parking spaces but large portions remain un-striped and unused. On average, there are about 50 cars using the parking lot on a given Sunday morning (see exhibit 1, aerial photo). So, a parking ratio of about 1 car per 3 church attendees is accurate.

Cornerstone Baptist Church is in the process of obtaining a permit to construct a new church facility 1500 Deer Park which is located at the corner of Deer Park and Preskitt. The facility will be about 26,000 square feet and will consist of a worship center designed to accommodate about 292 people along with associated classrooms, fellowship hall, foyer, children's worship center, an indoor children's play area, and church offices. The types of spaces and their uses are similar to the ones currently found in the church facility on W. Hale but larger and more modern. The plans call for 102 parking spaces in phase 1 which would accommodate the doubling of the attendance on a normal Sunday morning (see exhibit 2, site plan). Keep in mind, the capacity of the new worship center is only 50% greater than the current worship center. So, the current data tells us that if 50 parking spaces can accommodate 150 church goers then 100 parking spaces should be able to accommodate 300 church goers. If needed in the future, Phase 2 would expand the worship center and add classroom and would also add additional parking spaces for this larger facility.

The city authored parking requirements generate a required parking space total of about 200 parking spaces although this can be pretty subjective on how this number is derived. In the city parking requirements, parking for worship center is factored a 1 parking space per 3 seats (which, according to our data, is very accurate). Along with the worship center parking, the city calculations add on more parking for classrooms (even though the church goers attending class have already been accounted for in the worship center count) as well as parking for children attending class (even though they are not driving cars). Similarly, the city parking calculations also factor in parking for the fellowship hall in which the people occupying the fellowship hall have already been accounted for in the worship center count. Also, city parking counts require that parking be allocated for the occupants, based on square footage, of the children's worship center, the nursery, the toddler room, and indoor playground. None of these spaces will be occupied by church attendees who will be driving (except for the nursery and toddler room workers). The city parking ratio require parking spaces be allocated for the square footage derived occupant count of the foyer / lounge areas. The occupants of these spaces will have been counted in the worship center parking count as this space is occupied after the church service is over and the

attendees make their way out of the worship center and into the foyer / lounge area. The city requirements add parking spaces for the office square footage as well. On Sundays, the office will not be occupied and, during the work week office hours, there will be 102 parking spaces available for the 5 office employees. There will be no mother's day out run out of the church during the work week (even if there were there would be plenty of parking for that use as well as provided by the unused worship center parking). There will be no rec league basketball tournaments as the fellowship hall courts are smaller than regulation size, there will be no bleacher or any other type of fixed seating and there will be no sports flooring in this space as well.

The bottom line for us is the city derived parking count generates a parking stall count that is well beyond what will ever be needed for this phase 1 facility.

Sincerely,

Ron Fox, Pastor Cornerstone Baptist Church



## Applicant's preliminary pre-application questions concerning parking

**From:** Dedra Ragland  
**Sent:** Thursday, June 2, 2016 3:06 PM  
**To:** Eric Brooks <EBrooks@gsbsarchitects.com>  
**Subject:** RE: Cornerstone Church - pre development meeting and ordinance questions

Hi, Eric,

Please see my responses below.

If you have additional questions, please do not hesitate to let me know.

Thanks,  
Dedra

**From:** Eric Brooks [<mailto:EBrooks@gsbsarchitects.com>]  
**Sent:** Wednesday, June 01, 2016 9:44 AM  
**To:** Dedra Ragland  
**Subject:** Cornerstone Church - pre development meeting and ordinance questions

Hi Dedra,

We are at the point where we have enough site and building information where a pre-development meeting with the city would be beneficial. Do you have a formal process for arranging such a meeting? **Yes, we do have a formal process for pre-development/pre-application meeting. The Development Review Committee (DRC) meets as a group every Thursday at 10:00 a.m. The DRC meets with applicants immediately following our internal meeting. There is a \$250.00 fee that is credited to the project/permit if followed up within 6 months of conference date. You will need to submit documents for review a week prior to the meeting. Contact my assistant Codi Delcambre to set up the appointment. Codi's contact information is [cdelcambre@decaturtx.org](mailto:cdelcambre@decaturtx.org) or 940.393.0253.**

Also, I've got a few questions concerning the city ordinances:

Section 108 Buffering. Based on the buffer type table, it doesn't appear that any buffering is required because our property is zoned SF1 and the adjacent properties are zoned SF1 or SF2. **Correct.**

Section 111 (Parking) says 90 degree parking is 9' x 18' with 24' maneuvering space, but Section 7.3 (Off Street Parking and Loading Regulations) Table 10 shows 90 degree parking is 9' x 19' with 24' aisle (one way or two way) for total parking lot width of 62'. **Section 7.3 of the Zoning Regulations is current and correct.**

Section 7.3.3 Parking requirements based upon use

B. Nonresidential Use Parking Schedule

4. Churches: 1 space per 3 seats in the main sanctuary **in addition to** the requirements for other uses such as classrooms, offices, gymnasiums, and similar ancillary uses.

7. Office, general: 1 space for each 300 SF of floor area (minimum 5 spaces)

22. Schools, elementary or junior high: 1 space for each classroom **plus 1 space for each 4 seats in any auditorium, gymnasium or other place of assembly**

I'm not sure how we would calculate the parking requirement for a space like the multi-purpose fellowship hall. **The parking for the multi-purpose hall will be 1 space for each three (3) seats provided.**

Thanks and I'm looking forward to getting the ball rolling.

ERIC BROOKS AIA, LEED AP BD+C  
ARCHITECTURE

7291 GLENVIEW DRIVE  
FORT WORTH, TX 76180

T: 817.589.1722  
F: 817.595.2916  
[www.gsbsarchitects.com](http://www.gsbsarchitects.com)



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# Excerpt of Pre-Application Meeting Minutes, June 16, 2016

## Cornerstone Pre-Application Meeting

(These comments are not exhaustive or meant to be all-encompassing. In the absence of a complete submittal, additional comments and requirements may be necessary.)

**Date:** June 16, 2016

**Applicant:** Eric Brooks, Architect  
Jared W. Bratz, PE  
Sam Jones, RLA, ASLA  
Ron Fox, Pastor

**Proposal:** Building for new Church and Multipurpose building (25,080 s.f.) at the northwest corner of Preskitt and Deer Park.

**City of Decatur:**

Dedra Ragland, Planning and Development Director  
Greg Hall, Public Works Director  
Jackie Miller, Building Official  
Deroy Bennett, Fire Marshal

**Planning**

- P1. Zoning is SF-1. Churches are allowed in all zoning districts (refer to City's Zoning Ordinance).
  - a. Height restrictions: 2 ½ stories
  - b. Maximum lot coverage is 25%
- P2. Property will need to be platted (refer to City's Subdivision Regulations).
  - a. All property owners and lienholders will need to sign off on the plat.
  - b. Platting triggers curb, gutter and sidewalk construction.
  - c. Submittal deadlines for plat applications are the last Thursday of the month. Contact staff for the submittal fees, required documents and specific deadlines.
- P3. Per City's Development and Design Standards (refer to City's Zoning Ordinance and Design Standards):
  - a. Parking:
    - 1) Table...required vs. provided
    - 2) One space for each three (3) seats in addition to the requirements for other primary uses...shall be summation of the parking requirements for each use
      - i. Fixed seating is one seat equals one and three-quarters feet of length
      - ii. Flexible seating is one seat equals eight square feet of floor area
  - b. Off-street loading facilities
  - c. Landscaping is required along R.O.W. in 10' landscape buffer (1 tree every 50') and inside the interior parking lot. One (1) tree for every 15 parking spaces. Parking up against street will be required to be buffered...shrubs, hedges, etc.)
  - d. Landscape Plan and Irrigation Plan are required.
  - e. Trash receptacle and screening required

## Building Official's Parking Calculations

**From:** Eric Brooks [<mailto:EBrooks@gsbsarchitects.com>]  
**Sent:** Tuesday, December 27, 2016 6:13 PM  
**To:** Wayne Smith <[wsmith@decaturtx.org](mailto:wsmith@decaturtx.org)>  
**Cc:** Dedra Ragland <[dragland@decaturtx.org](mailto:dragland@decaturtx.org)>; Codi Delcambre <[cdelcambre@decaturtx.org](mailto:cdelcambre@decaturtx.org)>; Ron Fox ([pastorronfox@gmail.com](mailto:pastorronfox@gmail.com)) <[pastorronfox@gmail.com](mailto:pastorronfox@gmail.com)>  
**Subject:** RE: Cornerstone parking

Wayne,

Thanks for the calculations. I think we have very valid arguments and they are the same arguments we discussed in the June meeting. See below:

ERIC BROOKS AIA, LEED AP BD+C  
ARCHITECTURE

7291 GLENVIEW DRIVE  
FORT WORTH, TX 76180

T: 817.589.1722  
F: 817.595.2916  
[www.gsbsarchitects.com](http://www.gsbsarchitects.com)



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**From:** Wayne Smith [<mailto:wsmith@decaturtx.org>]  
**Sent:** Tuesday, December 27, 2016 5:21 PM  
**To:** Eric Brooks  
**Cc:** Dedra Ragland; Codi Delcambre  
**Subject:** Cornerstone parking

Eric,

Below is the number and calculations I used to determine the required parking for Cornerstone Church, and attached above is the Non-residential parking schedule. I grouped together some uses I felt worked for this specific instance. If you have any questions please feel free to contact me.

- 1) Worship Center – per #4 of the non-residential parking schedule 1 per 3 seats- occupant load- 292 parking required 98 spaces..100 percent valid. This is the basis of the parking needed.
- 2) Educational class rooms- per #22 of the non-residential parking schedule 1 per room and 1 per 4 seats- occupant load 167 parking required 50 spaces. The classrooms will be filled church patrons already accounted for in the worship center count and children who are not driving cars.
- 3) Gym, Children worship, play areas, nursery, and toddlers- per # 19 of non-residential parking schedule- one per 250 square feet- 8549 square feet- parking required 34 spaces Similar to number 2's response. The fellowship hall on Sundays would be occupied by people already accounted for in the worship center parking count, the children's worship area is occupied by children who cannot drive, same for the nursery, toddler room and children's play area.
- 4) Office, kitchen, foyer, lounge- per #17 of the non-residential parking schedule- 1 per 300 square foot- 5400 square feet- parking required 18 spaces. The office is not used on Sundays. During the work week,

there will be plenty of parking from the worship center parking. The foyer and lounge will be occupied before and after the worship service by people already included in the worship center count.

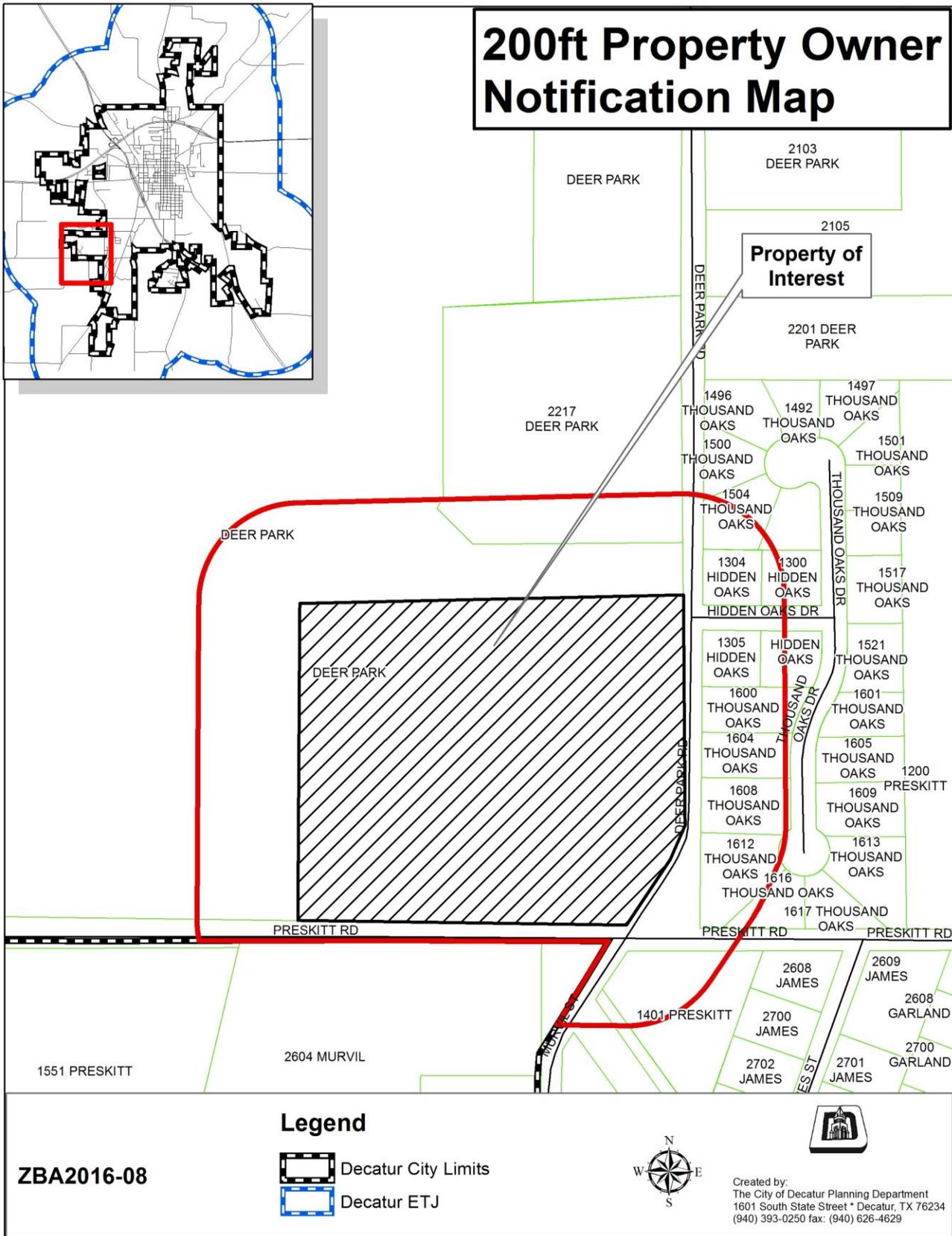
Total spaces required 200 spaces

The requirements for parking are always a struggle, but we are tasked with enforcing the requirements of the City of Decatur. No person at Planning and Development can wave these requirements. Codi is sending you the information on the appeal process to the Zoning Board of Adjustment who can look at all the information and render a decision if you wish to appeal.

The Google Earth pictures you provided are dated Saturday March 28, 2015.

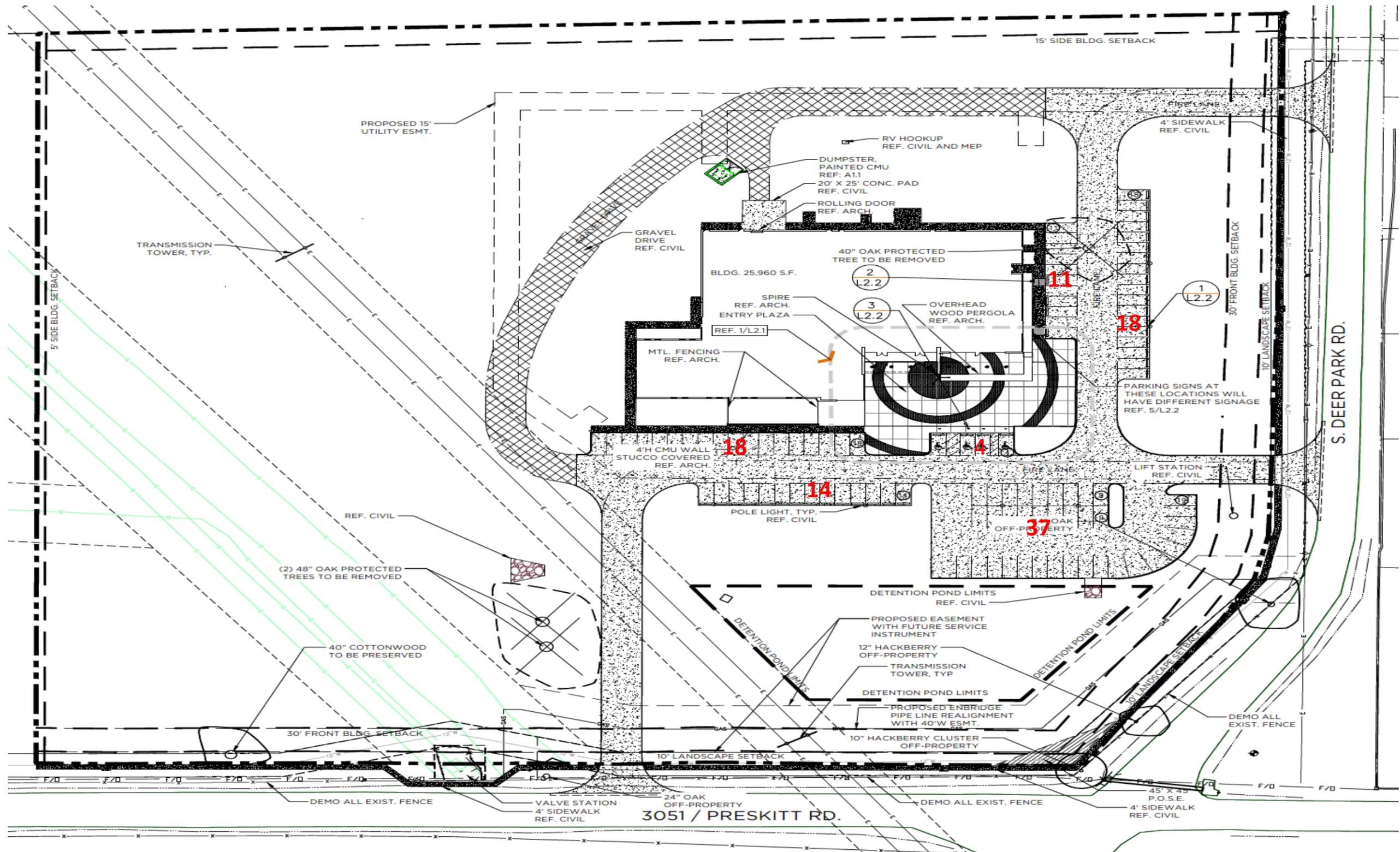
Wayne Smith  
Decatur Building Official  
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Decatur, Texas 76234  
940-393-0250  
[wsmith@decaturtx.org](mailto:wsmith@decaturtx.org)

# 200' Notification Map and Property Owner Responses



**No responses received**

Attachment 7  
**Proposed Site Plan**





# CITY OF DECATUR, TEXAS

Development Services ★ 1601 S. State Street ★ Decatur, TX 76234 ★ (940) 627-9600 voice ★ (940) 626-4629 fax

## 2017 Zoning Board of Adjustment \*Meeting Calendar

<b>Submittal Deadline</b>	<b>**Meeting Date</b>
December 22, 2016	January 18, 2017
January 19, 2017	February 22, 2017
February 16, 2017	March 20, 2017
March 23, 2017	April 17, 2017
April 20, 2017	May 15, 2017
May 18, 2017	June 19, 2017
June 22, 2017	July 17, 2017
July 20, 2017	August 21, 2017
August 24, 2017	September 18, 2017
September 21, 2017	October 16, 2017
October 19, 2017	November 20, 2017
***November 22, 2017	December 18, 2017

**\* Meetings are scheduled on an as needed basis. If a meeting is required, it is scheduled the 3<sup>rd</sup> Monday of each month at 4:00 p.m. at 201 E. Walnut.**

**\*\* If meeting date falls on a holiday, the meeting will be held on the following Wednesday.**

**\*\*\*Application submittal deadlines are typically the second to last Thursday of the month or approximately 25 days prior to the ZBA meeting. If Thursday is a holiday, submittal deadline moves to the second to last Wednesday of the month.**