



**AGENDA
CITY OF ALLEN
BOARD OF ADJUSTMENT/SIGN CONTROL BOARD/
BUILDING AND STANDARDS COMMISSION MEETING
MONDAY, NOVEMBER 28, 2022 – 7:00 P.M.
COUNCIL CONFERENCE ROOM
ALLEN CITY HALL
305 CENTURY PARKWAY
ALLEN, TEXAS 75013**

Call to Order and Announce a Quorum is Present

Pledge of Allegiance

Elections

1. Elect a Chair, 1st Vice-Chair, and 2nd Vice-Chair.

Consent Agenda

(Routine Board/Commission business. Consent Agenda is approved by a single majority vote. Items may be removed for open discussion by a request from a Commission member or member of staff.)

2. Approve Minutes from the May 5, 2022, Regular Meeting.

Regular Agenda

3. Commission Training: discussion and review of laws and ordinances applicable to meeting procedures and process, board jurisdiction, and criteria for decisions.

Executive Session (As Needed)

As authorized by Section 551.071(2) of the Texas Government Code, this meeting may be convened into closed Executive Session for the purpose of seeking confidential legal advice from the City Attorney on any agenda item listed herein.

Adjournment

This notice was posted at Allen City Hall, 305 Century Parkway, Allen, Texas, at a place convenient and readily accessible to the public at all times. Said notice was posted on Friday, November 18, 2022, at 5:00 p.m.

Shelley B. George, City Secretary

Allen City Hall is wheelchair accessible. Access to the building and special parking are available at the entrance facing Century Parkway. Requests for sign interpreters or special services must be

received forty-eight (48) hours prior to the meeting time by calling the City Secretary at 214-509-4105.

BOARD OF ADJUSTMENT/SIGN CONTROL BOARD/BUILDING STANDARDS

AGENDA DATE: November 28, 2022

SUBJECT: Elect a Chair, Vice-Chair, and Second Vice-Chair.

STAFF RESOURCE: Hayley Angel, AICP
Planning Manager

PREVIOUS COMMISSION/COUNCIL ACTION: None.

BACKGROUND

The Board should elect a Chair, Vice-Chair, and Second Vice-Chair.

STAFF RECOMMENDATION

Elect officers

**BOARD OF ADJUSTMENT
SIGN CONTROL BOARD
BUILDING STANDARDS COMMISSION**

**Special Called Meeting
May 2, 2022**

ATTENDANCE:

Board Members Present:

Sandeep Kathuria, Chair
Isaac Williams, 1st Vice-Chair
Danielle Westgard, 2nd Vice-Chair
Joseph Lundgren, Place No. 2
Tim Voss, Place No. 3

Board Member Absent:

Joe Moon, Alternate No. 1

City Staff Present:

Hayley Angel, AICP, Planning Manager
Jordan Caudle, Planner
Jessica Johnsen, Planner

Call to Order and Announce a Quorum is Present

With a quorum of the Board Members present, Chair Kathuria called the meeting to order at 6:00 p.m. in the City Hall Council Chambers at Allen City Hall, 305 Century Parkway, Allen, Texas, 75013.

Pledge of Allegiance

Election of Officers

1. Elect a Chair, First Vice-Chair, and Second Vice-Chair.

Chair Kathuria opened the floor for nominations.

Motion: Upon a motion by Board Member Tim Voss, and a second by 1st Vice-Chair Isaac Williams the Board voted 5 IN FAVOR, and 0 OPPOSED to appoint Mr. Sandeep Kathuria to the Board of Adjustment, Sign Control Board, and Building Standards Commission as Chair.

The motion carried.

Motion: Upon a motion by 1st Vice-Chair Isaac Williams, and a second by Board Member Joseph Lundgren, the Board voted 4 IN FAVOR, and 0 OPPOSED to appoint Mr. Isaac Williams to the Board of Adjustment, Sign Control Board, and Building Standards Commission as 1st Vice-Chair.

The motion carried.

Motion: Upon a motion by Board Member Tim Voss, and a second by Board Member Joseph Lundgren the Board voted 4 IN FAVOR, and 0 OPPOSED to appoint Ms. Danielle

Westgard to the Board of Adjustment, Sign Control Board, and Building Standards Commission as 2nd Vice-Chair.

The motion carried.

Consent Agenda (*Routine Board business: Consent Agenda is approved by a single majority vote. Items may be removed for open discussion by a request from a Board member or member of staff.*)

2. Approve minutes from the November 15, 2021 Workshop Meeting.
3. Approve minutes from the November 15, 2021 Special Called Meeting.

Motion: Upon a Motion by Board Member Lundgren and a second by Board Member Voss, the Board voted 4 IN FAVOR and 0 OPPOSED, to approve the Consent Agenda, as presented with one change, correcting attendance to show Board Member Lundgren as present.

The motion carried.

Regular Agenda

4. Sign Control Board Public Hearing – Conduct a Public Hearing and consider a request for a variance to Section 7.09 of the Allen Land Development Code, as amended, to increase the maximum allowable copy area for certain signs and to authorize signs that are classified as Painted Signs pursuant to Planned Development No. 134A in Ordinance No. 3761-7-20; located on Lot 1, Block E, The Farm, generally located at the northeast corner of Alma Drive and Ridgeview Drive (commonly known as 1289 Johnson Road). (SCB-032522-0001) [The HUB - Murals]

Ms. Johnsen, planner, presented the item to the Commission. She noted that staff is in support of the item.

Chair Kathuria opened the Public Meeting.

With no one speaking, Chair Kathuria closed the public hearing.

The Commission discussed the copy area of painted signs on the wall.

Motion: Upon a Motion by Board Member Lundgren and a second by 2nd Vice-Chair Westgard, the Board voted 4 IN FAVOR and 0 OPPOSED, to approve a variance increase the maximum allowable copy area and to authorize signs that are classified as Painted Signs pursuant to Planned Development No. 134A in Ordinance No. 3761-7-20 for The Hub Murals.

The motion carried.

5. Sign Control Board Public Hearing – Conduct a Public Hearing and consider a request to authorize two signs that are classified as Undefined Signs pursuant to Planned Development No. 134A in Ordinance No. 3761-7-20; located on Lot 1, Block E, The Farm, generally located at the northeast corner of Alma Drive and Ridgeview Drive (commonly known as 1289 Johnson Road). (SCB-032522-0002) [The HUB - Medallions]

Ms. Johnsen, planner, presented the item to the Commission. She noted that staff is in support of the item.

Chair Kathuria opened the Public Meeting.

With no one speaking, Chair Kathuria closed the public hearing.

The Commission discussed:

- Sign location;
- Sidewalks and parking;
- Development standards for undefined signs;
- Criteria for sign approval; and
- Sign lighting.

Motion: Upon a Motion by Board Member Lundgren and a second by Board Member Williams, the Board voted 5 IN FAVOR and 0 OPPOSED, to approve the request to authorize two signs that are classified as Undefined Signs pursuant to Planned Development No. 134A in Ordinance No. 3761-7-20 for The Hub Medallions.

The motion carried.

6. Sign Control Board Public Hearing – Conduct a Public Hearing and consider a request to authorize a sign on the north elevation that is classified as a Painted Sign pursuant to Planned Development No. 134A in Ordinance No. 3761-7-20, located on Lot 1, Block E, The Farm, generally located at the northeast corner of Alma Drive and Ridgeview Drive (commonly known as 1289 Johnson Road). (SCB-032522-0003) [The HUB – Painted Logo]

Ms. Johnsen, planner, presented the item to the Commission. She noted that staff is in support of the item.

Applicant representative spoke on the item regarding the design intent and size.

Chair Kathuria opened the Public Meeting.

With no one speaking, Chair Kathuria closed the public hearing.

The Commission discussed:

- Purpose of increase in painted sign areas;
- Location of painted sign; and
- Night-time illumination.

Motion: Upon a Motion by Board Member Lundgren and a second by 2nd Vice-Chair Westgard, the Board voted 5 IN FAVOR and 0 OPPOSED, to APPROVE the request to authorize a sign on the north elevation that is classified as a Painted Sign pursuant to Planned Development No. 134A in Ordinance No. 3761-7-20 for The Hub Painted Logo.

The motion carried.

7. Sign Control Board Public Hearing – Conduct a Public Hearing and consider a request to authorize two signs that are classified as Painted Signs pursuant to Planned Development No. 134A in Ordinance No. 3761-7-20, located on Lot 1, Block E, The Farm, generally located at

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the northeast corner of Alma Drive and Ridgeview Drive (commonly known as 1289 Johnson Road). (SCB-032522-0004) [The HUB – Painted Letters - Wall Sign]

Ms. Johnsen, planner, presented the item to the Commission. She noted that staff is in support of the item.

Applicant representative spoke on the item.

Chair Kathuria opened the Public Meeting.

With no one speaking, Chair Kathuria closed the public hearing.

The Commission discussed:

- Message on the sign;
- Changes to the messages on the signs; and
- Regulations of copy area.

Motion: Upon a Motion by Board Member Lundgren and a second by 2nd Vice-Chair Westgard, the Board voted 5 IN FAVOR and 0 OPPOSED, to APPROVE the request to authorize two signs that are classified as Painted Signs pursuant to Planned Development No. 134A in Ordinance No. 3761-7-20 The HUB – Painted Letters -Wall Sign.

The motion carried.

8. Building and Standards Commission Public Hearing – Conduct a Public Meeting for review of the proposed amendments to Article III of the Allen Land Development Code adopting the 2021 International Codes and the 2020 National Electrical Code and related local amendments.

Mr. Sizemore, Building Official, presented the item to the Commission. He noted that staff is in support of the item.

Chair Kathuria opened the Public Meeting.

With no one speaking, Chair Kathuria closed the public hearing.

The Commission discussed:

- Swimming pool and spa code;
- Standard number of code changes;
- Number of voters;
- Number of code changes per trade;
- Categories of code changes;
- Codes not adopted; and
- New and carried over amendments.

Motion: Upon a Motion by Board Member Lundgren and a second by 2nd Vice-Chair Westgard, the Board voted 5 IN FAVOR and 0 OPPOSED, to the approval of staff's proposed amendments to the 2021 International Codes and the 2020 National Electrical Code as submitted.

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The motion carried.

Executive Session (As Needed)

Executive Session was not held.

Adjournment

Motion: Upon a Motion by Chair Kathuria, and a second by 1st Vice-Chair Gillis, the Board voted 5 IN FAVOR and 0 OPPOSED to adjourn at 7:12 p.m.

The motion carried.

These minutes were approved this 28th day of November 2022.

Sandeep Kathuria, Chair

Jessica Johnsen, Planner

ALLEN BOARD OF ADJUSTMENT

AGENDA DATE: November 28, 2022

SUBJECT: Board training regarding meeting procedures and processes.

STAFF RESOURCE: Kevin Laughlin
City Attorney

PRIOR BOARD ACTION: None.

BACKGROUND

Discussion and review of meeting procedures and process.

STAFF RECOMMENDATION

None.