

**PLANNING AND ZONING COMMISSION  
MEETING MINUTES OF MARCH 23, 2023**

**APPROVED**

**STATE OF TEXAS                    §**

**COUNTY OF TARRANT           §**

**CITY OF BEDFORD                §**

**The Planning and Zoning Commission of the City of Bedford, Texas, met in Regular Session at 6:00 p.m. in the Council Chamber of City Hall, 2000 Forest Ridge Drive, Bedford, Texas on the 23<sup>rd</sup> day of March 2023 with the following members present:**

**CALL TO ORDER & ROLL CALL**

Chairman Emery called the meeting to order at 6:00 p.m. and conducted a roll call. The following persons were present:

Chairman:                        Bruce Emery

Vice Chairman:                Bryan Henderson

Members:                        Tom Jacobsen  
Steve Otto  
Kate Barlow  
Danielle Stellrecht

Alternates:                        Terry Smith  
Treasure Ford

Constituting a full quorum.

Commissioner Gallenstein was absent from the meeting.

Chairman Emery has asked Commissioner Ford to be part of tonight's voting quorum.

Staff present included:        Wes Morrison        Community Development Manager  
Larry Collister        City Attorney/TOASE  
Jose Saenz              Planner

(The following items were considered in accordance with the official agenda posted by Monday, March 20, 2023 at 5:00 p.m.).

**INVOCATION**

Commissioner Otto gave the invocation.

**PLEDGE OF ALLEGIANCE**

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The Pledge of Allegiance to the flag of the United States of America was given.

**APPROVAL OF MINUTES**

- 1. Consider approval of the following Planning and Zoning Commission meeting minutes:**

**March 9, 2023 Regular Meeting**

Motion: Commissioner Barlow made a motion to approve the meeting minutes of the March 9, 2023, correct as written. Commissioner Jacobsen seconded the motion, and the vote was as follows:

Ayes: 7, Nays: 0, Abstention: 0

Motion approved 7-0-0. Chairman Emery declared the minutes approved.

**PUBLIC HEARINGS**

- 2. Conduct a public hearing and consider making a recommendation to rezone the property described as Lot 2R01 Block 1 Bedford Centre Block from Heavy Commercial to Heavy Commercial/Specific Use Permit/Banquet and Meeting Facilities the property is generally located on the north side Bedford Road, approximately 450 feet west of Tennis Drive, commonly known as 209 Bedford Road, Unit 145. (SUP-23-8)**

Chairman Emery recognized Jose Saenz, Planner.

Jose provided a presentation and a brief summary of this request. This is for a request for a Specific Use Permit to allow for a banquet hall and meeting facility for the property located at 209 Bedford Road, Unit 145. This unit is located within a 23,000 square-foot shopping center that was developed in 1984 and contains various suites. The shopping center currently contains a variety of businesses and also a few vacant suites with approximately 123 parking spaces. Jose indicated that the Applicant is proposing to utilize one of these suites that consists of 3,262 square feet to use as a banquet hall and meeting facility. The proposed business hours for these events would range from 9 am to 11 pm and that on-site security will only be provided if the number of people in the event exceeds 100 or more guests. The Applicant indicated on their application that there will not be alcohol on the site unless the customer provides it to their guests and noise levels will be reduced to under 85 decibels after 10 pm. Jose mentioned that the purpose of an SUP application is to see if the proposed use is compatible with the surrounding land uses. As part of the public hearing notification process, eight notices were sent out to the adjoining property owners and as of today, no comments or responses were received. Jose indicated that Staff is here to answer any questions and that the Applicant is present in tonight's meeting in case if there are any questions.

Chairman Emery asked if the Commissioners have questions for Staff.

Commissioner Jacobsen wanted to get clarification from Staff on the event time and make sure that it stated from 9 am to 11 pm. Commissioner Jacobsen also asked if the Applicant provided of how many days per month with this place be used to host the events. Jose mentioned that the Applicant did not

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provide that information on the application, but the Applicant is here in attendance who can provide that information.

Commissioner Smith expressed concern if there is alcohol present at the event that security would need to be present and Commissioner Otto mentioned that he will address that with the Applicant when the Applicant comes up to speak.

Chairman Emery asked if there are any additional questions for Staff. Since there were none, Chairman Emery has asked the Applicant to please come up to the podium.

Kenneth LaMothe – 7605 White Fawn Road, Arlington, Texas – is the Applicant for this project. Kenneth mentioned that the nature of what they are looking to do is to provide services for individuals who may be looking for parties and similar events like that. He also indicated that this is going to be a joint venture with businesses and with entrepreneurs, so it is just not for parties and also not just for entertainment.

Chairman Emery asked Kenneth if he is willing to share with the Commission the nature of their existing business. Kenneth mentioned that he is currently in the financial world and helps out individuals who have different credit and financial needs and who are going through issues with home ownership. Kenneth also added that he is a certified housing counselor and assists a lot of veterans and has been doing this for about 24 years.

Commissioner Smith asked the Applicant of what the capacity of this meeting space is. Kenneth mentioned that he is not sure what the exact capacity is and that they did an estimate of about 100 people seated with tables. Commissioner Smith followed up and wanted to verify with Kenneth that he is not really wishing to provide security if they set the limit to 100 people. Kenneth mentioned that he was not aware of what the threshold is in regards to that but he did understand that security was necessary if alcohol was sold at the event. He also added if security is needed, then that would not be a problem.

Commissioner Otto mentioned to the Applicant the Commission has had other venues come in the past couple of months and were required to have security when there is alcohol present. Commissioner Otto asked Kenneth if he is going to have any problems of requiring security at these events and Kenneth responded that he would be okay with that. Commissioner Otto mentioned that the Commission may make a recommendation to require at least two police officers and clarified that it has to be two police officers and not security. Commissioner Otto asked Kenneth on how they are going to coordinate that if someone is bringing alcohol. Kenneth responded that the client will have to indicate that on their application and also indicate what type of event they are having. Kenneth added that they can make that a mandate within the application to let their clients know that security will be required if alcohol is present.

Chairman Emery asked Kenneth on why they are choosing this particular location. Kenneth responded that this location gave them everything that they were looking for as far as the dimension of it including having all the parking they needed. He also added that this could potentially help out the neighborhood and the community itself.

Since there were no other questions from the Commission, Chairman Emery closed the public hearing at 6:13 pm.

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There were some discussions among the Commissioners regarding the requirement of security at these events. Commissioner Stellrecht asked the Commission if security would be required if there is alcohol present or if security is required in general for every event. Commissioner Otto responded and mentioned that his idea is just if there is going to be alcohol, then there will be two police officers there no matter what time the event is taking place. Commissioner Otto also added that he does not have any issues if there is no alcohol present at the event. Commissioner Stellrecht asked for clarification on this from Staff. Wes Morrison, Community Development Director, came up to clarify. Wes mentioned that the Applicant indicated on their application that they would provide security if there are 100 or more guests at the event, so Staff did not add this stipulation. Wes added that the Commission can decide if they want to add a condition to require two police officers if alcohol is present at the event. Wes asked Commissioner Otto if this what he is wanting in regards to having police officers there if there is alcohol present. Commissioner Otto confirmed and clarified that the threshold is alcohol and not on the number of people at the event.

Since there was no more discussion from the Commission, a motion was made.

Motion: Commissioner Otto made a motion to approve Zoning Case No. SUP-23-8 with the following condition:

- There shall be two licensed peace officers on site during the occurrence of the event if there is alcohol present and consumed no matter what time of day

Commissioner Henderson seconded the motion and the vote was as follows:

Motion approved 7-0-0. The vote was as follows:

Ayes: Chairman Emery, Commissioners Henderson, Jacobsen, Otto, Barlow, Stellrecht and Ford.

Nays: 0

Abstention: 0

- 3. Conduct a public hearing and consider making a recommendation to rezone the property described as Lot 2 Block 27 Stonegate Addition-Bedford from Light Commercial to Light Commercial/Specific Use Permit/Church the property is generally located approximately 350 feet east of Brown Trail, north of Bedford Road, commonly known as 505 Bedford Road, Suite D. (SUP-23-10)**

Chairman Emery recognized Jose Saenz, Planner.

Jose provided a presentation and a brief summary of this request. This is another Specific Use Permit Application for a proposed church facility to be located at 505 Bedford Road, Suite D. The property is currently being used as a commercial office building and the building is approximately 6,100 square feet that consists of five suites. The proposed church space is approximately 1,750 square feet and this site has approximately 24 parking spaces. The Applicant has indicated on their application that the church will meet once a week on Sunday mornings from 10 am to 12 pm that will consist of approximately 50-60 attendees. The Applicant mentioned on their application that they are proposing to utilize two suites to be used for their church services. Jose mentioned that the purpose of an SUP

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application is to see if the proposed use is compatible with the surrounding land uses. As part of the public hearing notification process, 10 notices were sent out to the adjoining property owners and as of today, no comments or responses were received. Jose indicated that Staff is here to answer any questions and that the Applicant is present in tonight's meeting in case if there are any questions.

Commissioner Otto had questions for Staff regarding comments from the Fire Department from the Development Review Committee that indicated that the fire sprinkler system must be installed. Commissioner Otto wanted to get some clarification if this requirement would be part of the motion. Wes Morrison, Community Development Manager, came up and clarified that this is just information for the Applicant and it is not part of the motion. Wes added that this comment from the Fire Marshall was for the Applicant to know that a fire sprinkler and the fire alarm system is required when the Applicant gets to the building permit stage and before they get a Certificate of Occupancy.

Chairman Emery opened the public hearing at 6:23 pm.

Chairman Emery invited for the Applicant to come up and speak.

Claudestaing Olandjobo is the Applicant for this project and came up to speak. Claudestaing mentioned that they have been doing ministerial services for about two years and they are currently operating out of Suite E and extending into Suite D to have a bigger space. He also added that they are adding Suites C and D and combining those to make a bigger room. Claudestaing mentioned that he is here to answer any questions that the Commissioners may have.

Chairman Emery and Commissioner Jacobsen asked the Applicant for clarification in regards to the suite locations. Claudestaing responded that they are currently in Suite E and will be combining Suites C and D to make that the main meeting room and will be separate from Suite E in regards to their ministry.

Chairman Emery asked the Applicant on why they chose this location. Claudestaing mentioned that before COVID 19 hit, they got a lease to this location and were focused on ministering to the teenage kids and also taught them to be good citizens in our community. Since then, they have been growing in numbers and have decided that it is time to expand and get more room and space to meet.

There were no other questions from the Commissioners and Chairman Emery thanked the Applicant.

Chairman Emery closed the Public Hearing at 6:27 pm.

Since there was no more discussion from the Commission, a motion was made.

Motion: Commissioner Henderson made a motion to approve the Zoning Case No. SUP-23-10 as submitted:

Commissioner Barlow seconded the motion and the vote was as follows:

Motion approved 7-0-0. The vote was as follows:

Ayes: Chairman Emery, Commissioners Henderson, Jacobsen, Otto, Barlow, Stellrecht and Ford.

Nays: 0

Abstention: 0

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Since both of these items got the recommendation for approval, Chairman Emery mentioned that both of these items will go to City Council for their consideration and asked Staff and when that date might be. Jose responded that they are both will be scheduled for City Council on April 25<sup>th</sup>.

**UPDATE ON PLANNING PROJECTS**

Wes Morrison, Community Development Director, provided a brief update on the current planning projects within the City of Bedford. Wes pointed out that the PUD for the hotel got postponed for the next scheduled City Council meeting on March 28<sup>th</sup>. Wes also pointed out that the Nicole Court Preliminary Plat got approved by the Commission and that the Final Plat is currently under review. Commissioner Otto requested for a list for a 30-day, 60-day or a 90-day police report update on the two recent SUP's for events if they get approved by the City Council. Chairman Emery asked Wes on what is the schedule in the activities surrounding the Master Plan and Wes responded we should get an announcement within the next week or so in regards to the next joint meeting between Planning and Zoning Commission and City Council.

**ADJOURNMENT**

Motion: Commissioner Otto made a motion to adjourn. Commissioner Henderson seconded the motion, and the vote was as follows:

Ayes: 7, Nays: 0, Abstention: 0

The Planning and Zoning Commission meeting adjourned at 6:31 p.m.

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**Chairman Emery  
Planning and Zoning Commission**

**ATTEST:**

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**Wes Morrison  
Community Development Manager**