



**NOTICE OF REGULAR MEETING AGENDA  
SIGN CONTROL BOARD  
MUNICIPAL CENTER CITY COUNCIL CHAMBERS  
211 N. HENRY STREET, LANCASTER, TEXAS**

**Tuesday, November 3, 2020 - 7:00 PM**



While the Chair may be physically present at City Hall, the other Commissioners will attend via video or audio link due to the COVID-19 emergency situation.

**IMPORTANT NOTICE: Due to the COVID-19 (coronavirus) state of emergency and consistent with the Governor's Order regarding modifications to the Texas Open Meetings Act ("TOMA"), and executive orders regarding the public will not be admitted to the physical meeting location.**

**Please click the link below for forms:**

<https://www.lancaster-tx.com/1413/Notice-Regarding-Public-Participation>

**Please click the link below to join the webinar:**

[https://us02web.zoom.us/webinar/register/WN\\_TrDW-ki0Siy1VPMLpg3zAQ](https://us02web.zoom.us/webinar/register/WN_TrDW-ki0Siy1VPMLpg3zAQ)

**The meeting will be broadcast live via video at the following address:**

<http://www.lancaster-tx.com/324/Watch-Meetings>

## **CALL TO ORDER**

### **CITIZENS' COMMENTS:**

At this time citizens who have pre-registered before the call to order will be allowed to speak on any matter other than personnel matters or matters under litigation, for a length of time not to exceed three minutes. No Board member action or discussion may take place on a matter until such matter has been placed on an agenda and posted in accordance with law.

### **CONSENT AGENDA:**

Items listed under the consent agenda are considered routine and are generally enacted in one motion. The exception to this rule is that a Boards and Commissions Member may request one or more items to be removed from the consent agenda for separate discussion and action.

1. Consider approval of minutes from the Sign Control Board meeting held on September 1, 2020.

### **ACTION:**

2. M21-01 Discuss and consider a sign exception to allow a wall sign that exceeds the permitted maximum in the Logistics Port Planned Development and Lanport Overlay District on the site addressed as 901 Greene Road. The property is described as being a 161.967 acres tract of land situated in the Samuel Keller Survey, Abstract No. 720, City of Lancaster, Dallas County Texas.

## ADJOURNMENT

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ACCESSIBILITY STATEMENT: Meetings of the Lancaster Boards and Commissions are held in municipal facilities are wheelchair-accessible. For sign interpretive services, call the City Secretary's office, 972-218-1311, or TDD 1-800-735-2989, at least 72 hours prior to the meeting. Reasonable accommodation will be made to assist your needs.

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PURSUANT TO SECTION 30.06 PENAL CODE (TRESPASS BY HOLDER WITH A CONCEALED HANDGUN), A PERSON LICENSED UNDER SUBCHAPTER H, CHAPTER 411, GOVERNMENT CODE (HANDGUN LICENSING LAW), MAY NOT ENTER THIS PROPERTY WITH A CONCEALED HANDGUN.

CONFORME A LA SECCION 30.06 DEL CODIGO PENAL (TRASPASAR PORTANDO ARMAS DE FUEGO CON LICENCIA) PERSONAS CON LICENCIA BAJO DEL SUB-CAPITULO 411, CODIGO DEL GOBIERNO (LEY DE PORTAR ARMAS), NO DEBEN ENTRAR A ESTA PROPIEDAD PORTANDO UN ARMA DE FUEGO OCULTADA.

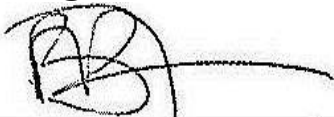
PURSUANT TO SECTION 30.07 PENAL CODE (TRESPASS BY HOLDER WITH AN OPENLY CARRIED HANDGUN), A PERSON LICENSED UNDER SUBCHAPTER H, CHAPTER 411, GOVERNMENT CODE (HANDGUN LICENSING LAW), MAY NOT ENTER THIS PROPERTY WITH A HANDGUN THAT IS CARRIED OPENLY.

CONFORME A LA SECCION 30.07 DEL CODIGO PENAL (TRASPASAR PORTANDO ARMAS DE FUEGO AL AIRE LIBRE CON LICENCIA) PERSONAS CON LICENCIA BAJO DEL SUB-CAPITULO H, CAPITULO 411, CODIGO DE GOBIERNO (LEY DE PORTAR ARMAS), NO DEBEN ENTRAR A ESTA PROPIEDAD PORTANDO UN ARMA DE FUEGO AL AIRE LIBRE.

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### Certificate

I hereby certify the above Notice of Meeting was posted at the Lancaster City Hall on October 30, 2020, @ 5:00 p.m. and copies thereof were provided to the Sign Control Board members.



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**Bester Munyaradzi,**  
**Board Liaison**

## CITY OF LANCASTER BOARDS AND COMMISSIONS

### Sign Control Board

1.

**Meeting Date:** 11/03/2020

**Policy Statement:** This request supports the City Council 2020-2021 Policy Agenda

**Goal(s):**

- Effective Municipal Operations
- Financially Sound City Government
- Healthy, Safe & Engaged Community
- Sound Infrastructure
- Quality Development
- Professional and Committed City Workforce

**Submitted by:** Bester Munyaradzi, Senior Planner

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#### **Agenda Caption:**

Consider approval of minutes from the Sign Control Board meeting held on September 1, 2020.

#### **Background:**

Attached for your review and consideration are minutes from the:

- Sign Control Board meeting held on September 1, 2020.

#### **Attachments**

Sign Control Board September 1, 2020 Draft Minutes

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## **MINUTES**

### **SIGN CONTROL BOARD REGULAR MEETING OF SEPTEMBER 1, 2020**

**The Sign Control Board of the City of Lancaster, Texas, met in a Regular Session in the Council Chambers of City Hall on September 1, 2020 at 7:00 p.m. with a quorum present to-wit:**

#### **Board Members Present:**

Isabel Aguilar, Chair  
Temika Whitfield, Vice Chair  
Lawrence Prothro  
Taryn Walker

#### **Board Members Absent:**

Angela Murphy  
Ernest Casey

#### **City Staff:**

Vicki Coleman, Director of Development Services  
Bester Munyaradzi, Senior Planner  
Emma Chetuya, Planner  
Alexandra Schrader, Planning Technician

#### **Call to order:**

Chair Aguilar called the meeting to order at 7:00 p.m. on September 1, 2020.

#### **PUBLIC TESTIMONY:**

At this time citizens who have pre-registered before the call to order will be allowed to speak on any matter other than personnel matters or matters under litigation, for a length of time not to exceed three minutes. No Board member action or discussion may take place on a matter until such matter has been placed on an agenda and posted in accordance with law.

There were no speakers.

#### **CONSENT AGENDA:**

Chair Aguilar read the consent agenda.

1. **Consider approval of minutes from the Sign Control Board Regular Meeting held on June 2, 2020.**

**MOTION:** Board Member Prothro made a motion, seconded by Vice Chair Whitfield to approve consent item 1. The vote was cast 3 for, 0 against. [Casey, Murphy, Walker absent]

#### **ACTION:**

2. **M20-09 Discuss and consider a Request for an Exception to Sections 14.1204 (h)(3) Monument Signs of the Lancaster Code of Ordinances and allow for the construction of a 119 square feet digital monument sign to be located at the Lancaster High School north entrance along N. Dallas Avenue.**

Senior Planner Munyaradzi gave the staff report and stated that this is a request for an exception to the Sign Ordinance to allow for the construction of a 119 square foot monument at the north entrance along Dallas Avenue of Lancaster High School. The monument sign will be located on the south corner of the Dallas Avenue north entrance to the high school. The proposed sign will be steel frame cabinet with aluminum filler. The sign will be double faced and internally illuminated.

The Sign Ordinance limits monument signs to a maximum area of 50 square feet. The applicant is requesting a total of 119 square feet, which is 69 square feet more than the Sign Ordinance allows. The applicant stresses that the installation of the electronic monument will better market and promote the academic and athletic achievements of the Lancaster Independent School District. The monument will also be used to inform the public of important events happening in the District and the City of Lancaster.

Staff recommends approval of the item subject to the following stipulations:

1. Only one monument sign, with a maximum sign area of 119 square feet shall be allowed on the site.
2. The single monument sign shall be installed and configured in substantial conformance to the attached plans.
3. The sign shall be maintained at all times in good condition. Cracks, holes, peeling paint, inoperative lighting, etc. shall be repaired or replaced within 30 days.
4. No additional monument signs shall be allowed on the site.
5. Message displayed shall not change more than once every five seconds when in use.
6. Sign shall not scroll, flash, blink or contain animation while sign is in use.

Chair Aguilar asked staff how the sign is digital if they are not permitted to have changing information on the sign. Senior Planner Munyaradzi stated that information is allowed to change, but at a delay of five seconds.

Chair Aguilar asked for clarification that the Sign Ordinance had a maximum of 50 square feet for monument signs. Senior Planner Munyaradzi confirmed and clarified that the sign in question was 10.75 feet by 11.083 feet for a total of 119 square feet.

Chair Aguilar stated her support for the Lancaster Independent School District. She then expressed concern about granting exceptions and the size of the proposed sign.

Board Member Prothro stated his support for the item to create a sign to spread information and show investment in the community.

Vice Chair Whitfield expressed concern about making exceptions. She then stated that this case is to acknowledge and support the community.

Chair Aguilar asked if there were any signs as large as the proposed sign elsewhere in the city. Senior Planner Munyaradzi confirmed that there was a 300 square foot sign approved in 2017 for Midpoint Logistics along Dallas Avenue.

Board Member Prothro stated that this sign was for a nonprofit entity. He stated that sign exceptions for businesses give unfair advantages, while this case does not.

**MOTION:** Board Member Prothro made a motion, seconded by Vice Chair Whitfield to approve item 2 with the stipulations from staff. The vote was cast 4 for, 0 against [Casey, Murphy absent]

**MOTION:** Board Member Prothro made a motion, seconded by Vice Chair Whitfield to adjourn. The vote was cast 4 for, 0 against. [Casey, Murphy absent]

The meeting was adjourned at 7:11 p.m.

**ATTEST:**

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Bester Munyaradzi, Senior Planner

**APPROVED:**

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Isabel Aguilar, Chair

## CITY OF LANCASTER BOARDS AND COMMISSIONS

### Sign Control Board

2.

**Meeting Date:** 11/03/2020

**Policy Statement:** This request supports the City Council 2020-2021 Policy Agenda

**Goal(s):** Healthy, Safe & Engaged Community  
Quality Development

**Submitted by:** Bester Munyaradzi, Senior Planner

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### **Agenda Caption:**

M21-01 Discuss and consider a sign exception to allow a wall sign that exceeds the permitted maximum in the Logistics Port Planned Development and Lanport Overlay District on the site addressed as 901 Greene Road. The property is described as being a 161.967 acres tract of land situated in the Samuel Keller Survey, Abstract No. 720, City of Lancaster, Dallas County Texas.

### **Background:**

1. **Location and Size:** The property is addressed as 901 Greene Road and is approximately 161.967 acres in size.
2. **Current Zoning:** The subject property is currently zoned Planned Development (PD) Logistics Port and Lanport Overlay District.
3. **Adjacent Properties:**  
North: Lanport Overlay District - Industrial uses  
South: Lanport Overlay District - Vacant  
East: PD Logistics Port - Vacant  
West: PD Logistics Port - Vacant
4. **Comprehensive Plan Compatibility:** The Future Land Use Plan of the Comprehensive Plan identifies this site as suitable for Aviation uses. The request is consistent with the Future Land Use Plan of the Comprehensive Plan.

### 5. **Case History/Background:**

Date	Body	Action
03/10/08	CC	Ordinance No. 2008-03-12 Approved

### **Operational Considerations:**

The applicant is seeking an exception to Section 3. Specific Sign Regulations d. *Wall Signs* of the PD Logistics Port ordinance which states that the, "Total square footage is equal to one (1) times the length of the building frontage or lease space frontage". The proposed building layout is such that only 650 linear feet of the building frontage is closest to Pleasant Run Road and 475 linear feet of the rest of the building is recessed behind truck parking court. Therefore, the buildings linear feet frontage to be considered is the 650 linear feet that is closest to Pleasant Run Road; hence the maximum square footage of the proposed wall sign should be 650 square feet.

The applicant is proposing a 844 square feet wall sign which is not in compliance with the PD ordinance as it exceeds the linear frontage of the building. The applicant contends that the building frontage should include the recessed portion and staff believes that the 475 linear feet portion of the building would not count given the setback distance and the truck parking in front of the said part of the building frontage.

Section 14.211 (b) 1 Powers and duties, (Lancaster Development Code) LDC outlines specifications for the Sign Control Board when considering a request(s) for exception as follows:

- A. the degree of Exception,
- B. the reasons for Exceptions requested,
- C. the location of Exceptions requested,
- D. the duration of requested Exception,
- E. the effect on public safety,
- F. protection of neighborhood property,
- G. the degree of hardship or injustice involved, and
- H. the effect of the Exception on the general plan for signing within the city

None of the above criteria is applicable to this subject request and staff recommends the square footage of the wall sign be 650 square feet; the linear feet of the frontage which is closest to Pleasant Run Road.

**Public Information Considerations:**

This item is being considered at a meeting of the Sign Control Board noticed in accordance with the Texas Open Meetings Act.

**Options/Alternatives:**

1. The Sign Control Board may approve the exception request, as presented.
2. The Sign Control Board may approve the request with a lesser extent and state those into record.
3. The Sign Control Board may deny the request.

**Recommendation:**

Staff recommends denial of the request and that the square footage of the wall sign be a maximum of 650 square feet; the linear feet of the frontage which is closest to Pleasant Run Road.

**Attachments**

Location Map

Wall Sign

PD Ordinance Excerpt

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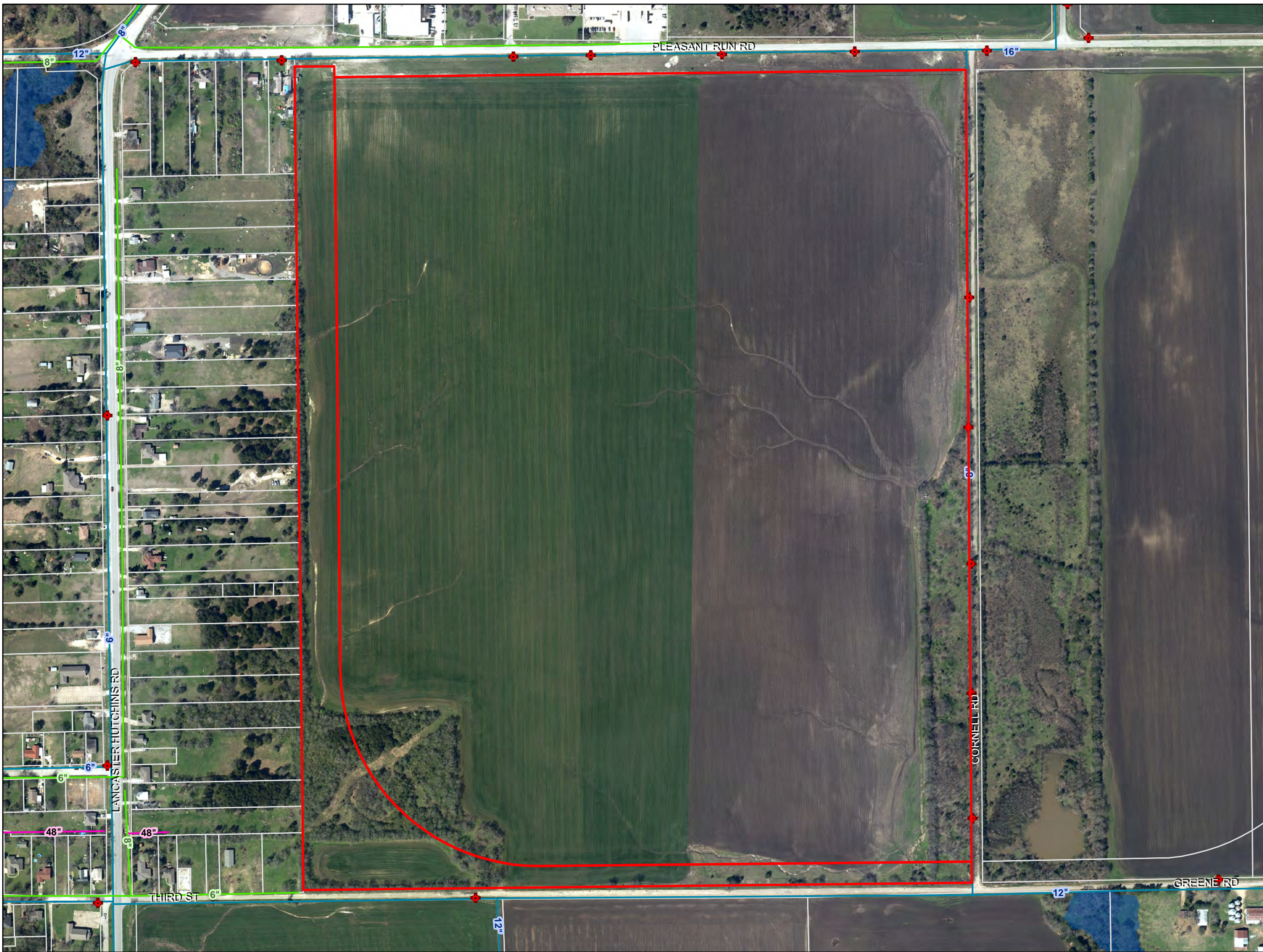
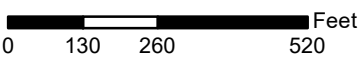




City of Lancaster  
901 Greene Road  
Zoning: PD Logistics Port and  
Lanport Overlay District

**DISCLAIMER / LIMITATION OF LIABILITY**  
The information on this map is provided by the City of Lancaster as a public service. We are continually updating the data in order to provide the most accurate information possible. Such information is intended for reference only. The City of Lancaster does not guarantee the accuracy of the information, data or maps. All information is provided "As-Is" without warranty of any kind.

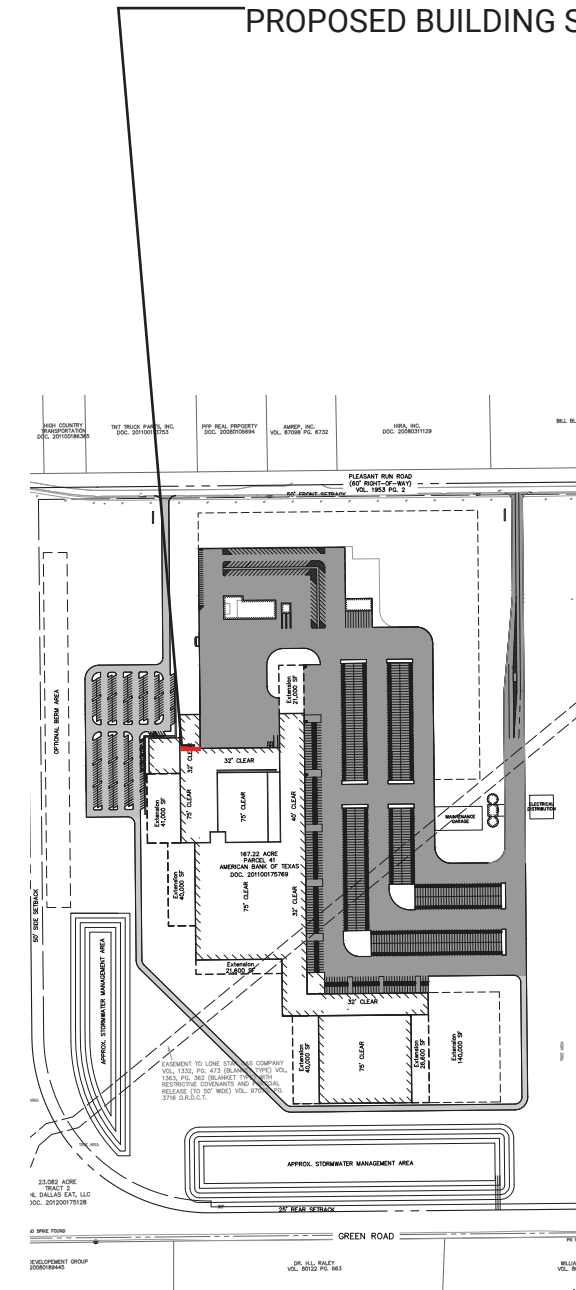
- Fire Hydrants
- Storm Sewer Lines
- Sewer Lines
- Water Lines
- City Limits
- Parcels
- FEMA 100yr Floodplain





SIGNAGE : WALL SIGNS

PROPOSED LOCATION



ARCH - 02A : WALL SIGN LOCATION



ARCH - 02B : CONCEPTUAL VIEW FROM RIGHT OF WAY AT W. PLEASANT ROAD

OWNER  
255 PRL, LP  
P.O. BOX 249  
COLLEYVILLE, TEXAS 76034  
817.913.5215 PH

ENGINEER  
MANHARD CONSULTING  
12225 GREENVILLE AVE STE 1000  
DALLAS, TEXAS 75243  
972.972.4250 PH  
JESSE CONRAD, P.E

ARCHITECT  
LEO A. DALY  
730 SECOND AVE S. STE 1300  
MINNEAPOLIS, MN 55402  
612.338.8741 PH  
ADAM LUCKHARDT

CASE NUMBER: DP21-01

ARCH - 02		
LOT 1 BLOCK 1		
WESTRIDGE INDUSTRIAL PARK		
REVISION LOG 10/05/2020 - SITE PLAN SUBMITTAL #1 10/26/2020 - SITE PLAN SUBMITTAL #2	DATE: 10/26/20	DESIGN: DRAWN: CHECKED:

throughout the development. Signage may contain the street address or name of the business center or the name of the building, trademark, logo, or similar matter. On-Site Directional signs shall be constructed as Monument Signs, consistent with standards set forth in Section 5.E.3.b. There shall be no limit as to the number of on-site directional signs permitted.

**d. Wall Signs.**

- 1) Construction: Attached signs that are illuminated internally shall be constructed only of materials that are noncombustible or slow burning in the case of plastic inserts and faces.
- 2) Maximum height: A wall sign shall not extend above the roofline or facade of a building.
- 3) Maximum area:
  - a) Frontage: Total square footage is equal to one (1) times the length of the building frontage or lease space frontage;
  - b) Sides: Total square footage is equal to one half (0.5) times the length of the side wall of building.
  - c) Exception: Apartment, multi-purpose, real estate development – sixty-four (64) square feet.
- 4) Minimum area: A wall sign shall be a minimum of twenty four (24) square feet.
- 5) Extent: A wall sign shall not extend more than twelve (12) inches from the building wall to which it is attached.
- 6) Placement:
  - a) Painted or attached directly on the wall surface on a building intended to be viewed from the ground.
  - b) Signs above roofline, fascia, or top of roofs are strictly prohibited

**4. Portable Signs, Temporary Banners, Flags, or Inflatable Signs**

**Portable Signs.** Portable signs are subject to the following regulations: