

FILE NUMBER: Z090-153(WE) **DATE FILED:** February 5, 2010

LOCATION: Hillcrest Road and Willow Lane, northwest corner.

COUNCIL DISTRICT: 11 **MAPSCO:** 15-Z

SIZE OF REQUEST: Approx. 15.76 acres **CENSUS TRACT:** 132.00

APPLICANT / OWNER: Hillcrest Church

REPRESENTATIVE: John M. Fowler

REQUEST: An application for a Specific Use Permit for a private school on property zoned Planned Development District No. 709 for a church and R-16(A) Single Family District uses.

SUMMARY: The purpose of request is to permit the operation of a private school within an existing church for approximately 250 students. The students attending the school will range from pre-kindergarten through twelfth grade.

STAFF RECOMMENDATION: Approval for a two-year time period with eligibility for automatic renewals for additional five-year periods, subject to a revised site plan and conditions

BACKGROUND INFORMATION:

- The applicant’s request for a Specific Use Permit for a private school will allow for the school to relocate within an existing church facility. The school will enroll approximately 250 students and teach Pre-K through 12th grade.
- Currently, the private school is operating under Specific Use Permit No. 1609 for a private school and private recreation, center, club or area in a portion of an existing church at the southwest corner of Hillcrest Road and Hillcrest Plaza Drive. The request site will accommodate the future expansion needs of the private school.
- The land uses surrounding the request site are primarily single family. There are a total of 4 institutional uses (churches, temples or synagogues), including the request site, 1 private school and an aerobic center within the city block in the general area bounded by Hillcrest Road, Willow Lane, Preston Road and Churchill Way.
- The school’s administration has designated an existing driveway approach for ingress/egress onto the site. The driveway approach is approximately 146 feet north of Willow Lane. The applicant is proposing 17 classrooms.

Zoning History: There has been one zoning change requested in the area.

1. Z034-308 On December 8, 2004, the City Council approved a Planned Development District for a Church and R-16(A) uses, subject to a development plan, landscape plan and conditions at the northwest corner of Hillcrest Road and Willow Lane.

Thoroughfares/Streets:

Thoroughfare/Street	Type	Existing ROW	Proposed ROW
Hillcrest Road	Principal Arterial	80 ft.	100 ft.
Willow Lane	Local	50 ft.	50 ft.

Land Use:

	Zoning	Land Use
Site	PDD No. 709	Church
North	R-16(A)	Single Family
South	R-16(A)	Single Family
East	PD No. 381	Single Family, Recreational center
West	R-16(A)	Single Family

Comprehensive Plan: The *fowardDallas! Comprehensive Plan* was adopted by the City Council in June 2006. The *fowardDallas! Comprehensive Plan* outlines several goals and policies which can serve as a framework for assisting in evaluating the applicant’s request. The Plan identifies the request site as being in the Residential Neighborhood Building Block.

This Building Block represents the life-blood of Dallas, the traditional neighborhood of single-family detached homes. Dallas has many neighborhoods that match this description, including Winnetka Heights, Preston Hollow, Lakewood and Wheatley Place. Single-family dwellings are the dominate land use in these areas. Some shops, restaurants or institutional land uses such as schools and religious centers that serve neighborhood residents may be located at the edges or at key intersections.

The request site, which encompasses an existing church and a large surface parking lot, can accommodate approximately 942 spaces is compatible to support a private school. The request site should not have an adverse impact on the adjacent residential uses.

LAND USE

Goal 1.1 Align land use strategies with economic development priorities

Policy 1.1.5 Strengthen existing neighborhoods and promote neighborhoods’ unique characteristics. Acknowledge the importance of neighborhoods to the city’s long-term health and vitality.

GOAL 1.2 PROMOTE DESIRED DEVELOPMENT

Policy 1.2.1 Use Vision Building Blocks as a general guide for desired development patterns.

STAFF ANALYSIS:

Land Use Compatibility: The 15.76 acre site is developed as a church and is contiguous to single family uses. The applicant’s request for a Specific Use Permit for a private school will allow an existing private school to relocate within the existing church facility. The school will enroll approximately 250 students and teach Pre-K through 12th

grade and will occupy the building closest to the playground area. The playground area is located on the west side of the church.

Currently, the private school is operating under Specific Use permit No. 1603 for a private school and private recreation, center, club or area in a portion of an existing church. The grades currently being taught are Pre-K through 8th grade. The new location will accommodate the future expansion needs of the private school. The applicant is proposing 17 classrooms; 1 classroom for each grade level.

In addition, the request site has a small play area on the west side of the church and can only accommodate younger students. Staff is concerned that the request site does not provide an adequate amount of recreational facilities/playground area for the older students. However, the representative has indicated that the school's administration is in the process of finding an off-site recreational facility location for the older students.

The school's administration has designated an existing driveway approach for their ingress/egress onto the site. The designated ingress/egress point will provide adequate stacking and queuing lengths to prevent any stacking on Hillcrest Road. The driveway approach is approximately 146 feet north of Willow Lane. In addition, there is a median cut on Hillcrest Road that will allow parents to travel northbound. The Planned Development District No. 709 conditions prohibit any vehicle access onto the property from Willow Lane, except for emergency vehicles.

Staff has reviewed the applicant's request and supports the Specific Use Permit for a private school for a two-year period with eligibility for additional five year periods, subject to a site plan and conditions. The initial two year time period will allow for the school to establish a track record as being a good neighbor in the community.

The general provisions for a Specific Use Permit in Section 51A-4.219 of the Dallas Development Code specifically state: (1) The SUP provides a means for developing certain uses in a manner in which the specific use will be consistent with the character of the neighborhood; (2) Each SUP application must be evaluated as to its probable effect on the adjacent property and the community welfare and may be approved or denied as the findings indicate appropriate; (3) The city council shall not grant an SUP for a use except upon a finding that the use will: (A) complement or be compatible with the surrounding uses and community facilities; (B) contribute to, enhance, or promote the welfare of the area of request and adjacent properties; (C) not be detrimental to the public health, safety, or general welfare; and (D) conform in all other respects to all applicable zoning regulations and standards. The request does not appear to have an adverse impact on the surrounding zoning and land uses.

Development Standards:

DISTRICT	SETBACKS		Density	Height	Lot Coverage	Special Standards	PRIMARY Uses
	Front	Side/Rear					
PDD No. 709 for a church and R-16(A) Single Family	35'	10'	1 Dwelling Unit/ 16,000 sq. ft.	30'	40%		Single family, church

Parking: The requirement for off-street parking for the school is derived by two criterions: 1) the number of classrooms and 2) the type of institution that serves the students (e.g., elementary, middle or high school). The total number of proposed classrooms determines the number of required parking spaces. The Dallas Development Code requirement for off-street parking for a school is as follows:

- one and one half space for each kindergarten/elementary school classroom;
- three and one-half spaces for each junior high/middle school classroom; and
- nine and one-half spaces for each senior high classroom.

The number of required off-street parking spaces for the private school is 74 spaces and the applicant is providing approximately 942 off-street parking spaces. The 942 off-street parking will be shared by the school and the church.

Landscaping: Landscaping must be provided as shown on the development/landscape plan. All plants must be maintained in a healthy, growing condition. The area designated as Phase III on the Willow Lane Planting Scheme in Planned Development District No. 709 must be completed within 6-months of receiving a certificate of occupancy for a private school.

Traffic: The Engineering Section of the Department of Sustainable Development and Construction has reviewed the request and has determined that the proposed development will not have a negative impact on the surrounding street system. The applicant has submitted a Traffic Management Plan for the private school and will become a part of the SUP conditions.

Settlement agreement: In January 2003, the adjacent property owners and the church entered into a settlement agreement as a result as of lawsuit that was brought against the church regarding their zoning change request. The City Attorney has reviewed the settlement agreement and determined that the City was not a party to the agreement.

**BOARD OF TRUSTEES
HILLCREST CHURCH**

- Mark Brand, Pastor
- Kevin Aligan
- Ron Allen
- Luis Hernandez
- Tom Hopkins
- Tony Lovio
- Gay Thurman
- Steve Wisdom

**PROPOSED CONDITIONS
Z090-153 (WE)**

1. USE: The use authorized by this specific use permit is a private school.
2. SITE PLAN: Use and development of the Property must comply with the attached site/landscape plan.
3. TIME LIMIT: This specific use permit expires on _____(two years from the passage of this ordinance), but is eligible for automatic renewal for additional five-year periods pursuant to Section 51A-4.219 of 51A of the Dallas City Code, as amended. For automatic renewal to occur, the Property owner must file a complete application for automatic renewal with the director before the expiration of the current period. Failure to timely file a complete application will render this specific use permit ineligible for automatic renewal. (Note: The Code currently provides that applications for automatic renewal must be filed after the 180th but before the 120th day before the expiration of the current specific use permit period. The Property owner is responsible for checking the Code for possible revisions to this provision. The deadline for application for automatic renewal is strictly enforced.)
4. LANDSCAPING: Landscaping must be provided as shown on the site/landscape plan. All plants must be maintained in a healthy, growing condition. The area designated as Phase III on the Willow Lane Planting Scheme in Planned development District No. 709 must be completed within 6-months of receiving a certificate of occupancy for a private school.
5. CLASSROOMS: The maximum number of classrooms is 17.
6. ENROLLMENT: The maximum number of students is 250.
7. DROP-OFF/PICK-UP: A pick-up and drop-off area for students must be provided in the location shown on the attached site plan.
8. HOURS OF OPERATION: The private school may only operate between 7:30 a.m. and 4:30 p.m., Monday through Friday.
9. INGRESS/ EGRESS: Ingress and egress must be provided as shown on the attached site plan. No other ingress or egress is permitted.
10. PARKING: Off-street parking must be located as shown on the attached site plan.
11. TRAFFIC MANAGEMENT PLAN: The private school must comply with the attached traffic management plan.

(a) In general. The operation of the uses must comply with the traffic management plan (Exhibit ____).

(b) Queuing. Queuing is only permitted inside the Property. Student drop-off and pick-up are not permitted within city rights-of-way.

(c) Traffic study.

(1) The Property owner or operator shall prepare a traffic study evaluating the sufficiency of the traffic management plan. The initial traffic study must be submitted to the Director by **November 1, 2012**. After the initial traffic study, the Property owner or operator shall submit **annual** updates of the traffic study to the Director by November 1st of each year.

(2) The traffic study must be in writing, performed by a licensed engineer, based on a minimum of four samples taken on different school days at different drop-off and pick-up times over a two-week period, and must contain an analysis of the following:

- (A) ingress and egress points;
- (B) queue lengths;
- (C) number and location of personnel assisting with loading and unloading of students;
- (D) drop-off and pick-up locations;
- (E) drop-off and pick-up hours for each grade level;
- (F) hours for each grade level; and
- (G) circulation.

(3) Within 30 days after submission of a traffic study, the Director shall determine if the current traffic management plan is sufficient.

(A) If the Director determines that the current traffic management plan is sufficient, the director shall notify the applicant in writing.

(B) If the Director determines that the current traffic management plan results in traffic hazards or traffic congestion, the Director shall require the Property owner to submit an amended traffic management plan. If the Property owner fails to submit an amended traffic management plan within 30 days, the Director shall notify the city plan commission.

(d) Amendment process.

(1) A traffic management plan may be amended using minor plan amendment fee and public hearing process in Section 51A-1.105(k)(3).

(2) The city plan commission shall authorize changes in a traffic management plan if the proposed amendments improve queuing or traffic circulation; eliminate traffic hazards; or decrease traffic congestion.

12. MAINTENANCE: The Property must be properly maintained in a state of good repair and neat appearance.

13. GENERAL REQUIREMENTS: Use of the Property must comply with all federal and state laws and regulations, and with all ordinances, rules, and regulations of the City of Dallas.

Proposed Traffic Management Plan

A private Christian school will be located at 12123 Hillcrest Rd. in Dallas, Texas 75230 on the campus of Hillcrest Church. The school will provide classroom learning for elementary, junior high and high school students in grades Pre K-12.

The school will provide one drop-off/ pick-up location designated as a circle on the site plan submitted with its application for a specific use permit. This drop-off/ pick-up location is located at the rear entrance of the building next to the playground area.

Drop-off will be between the hours of 7:30 am – 8:30 am.

Pick-up will be between the hours of 2:30 pm – 4:30 pm.

The school will provide one (1) faculty member to oversee and coordinate the car-line for the school. The school will also provide at least one additional faculty member or parent/ volunteer to assist in the administration of the car-line for pick-up and drop-off. The car-line administrator will insure that the carpool line maintains a proper flow to minimize traffic disruption.

Ingress and egress shall be at the designated entrance/ exit on the site plan on Hillcrest Rd. This entrance/ exit provides one (1) lane for entrance to the campus and two (2) lanes for exit from the church campus onto Hillcrest Rd. Carpool drivers will enter and exit from this single entrance/ exit located directly to the south of the church building on Hillcrest Rd. There will be no other entrance or exit for the school's carpool line.

Parking for the school will be provided at rear entrance of the school around the facility's playground. A total of 162 parking spaces are provided at the rear of the building where the primary entrance to the school will be located.

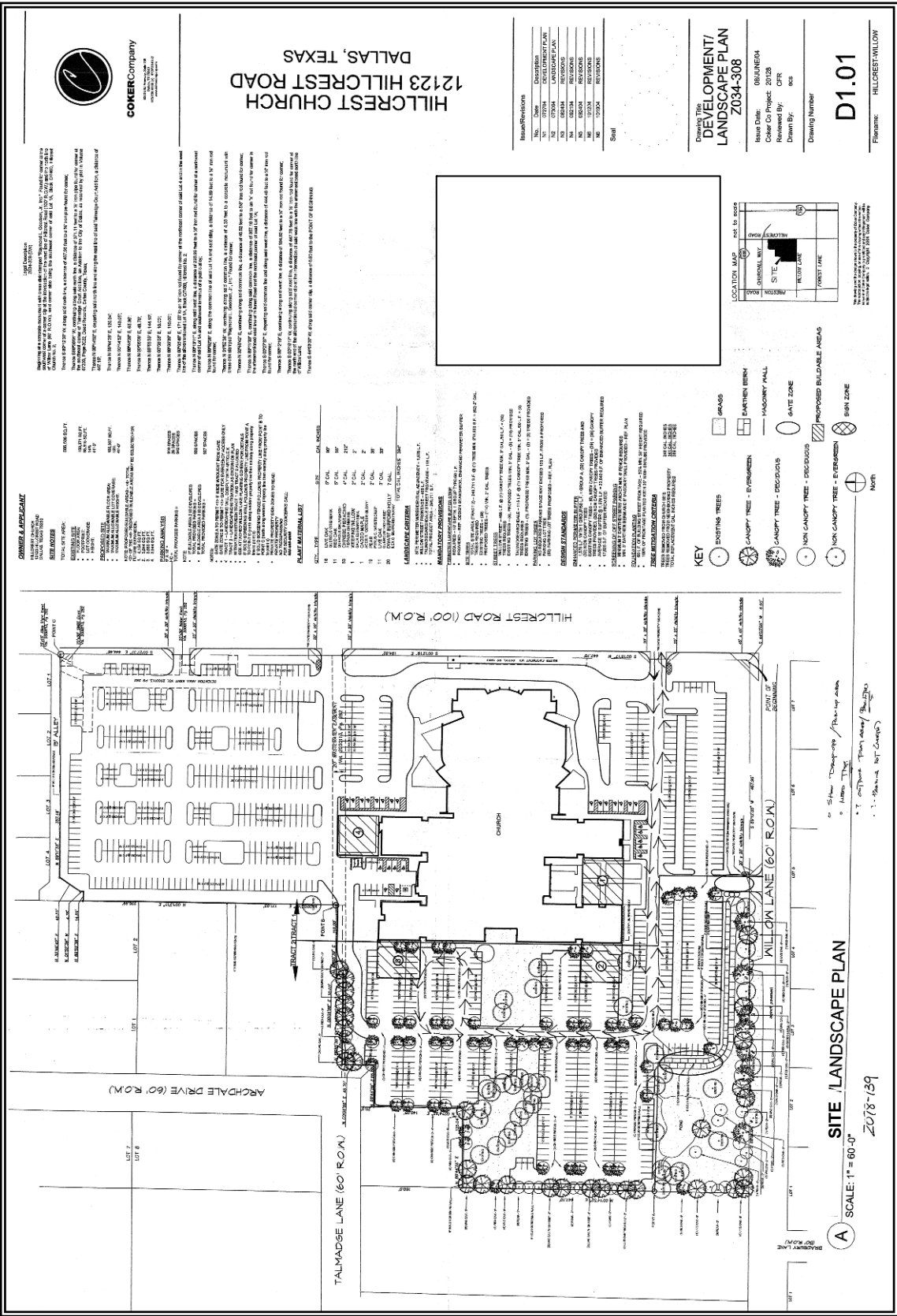
Student drivers at the high school level will represent no more than 75 students per day, all of whom will be provided with ample parking space near the entrance of the school at the rear of the existing buildings.

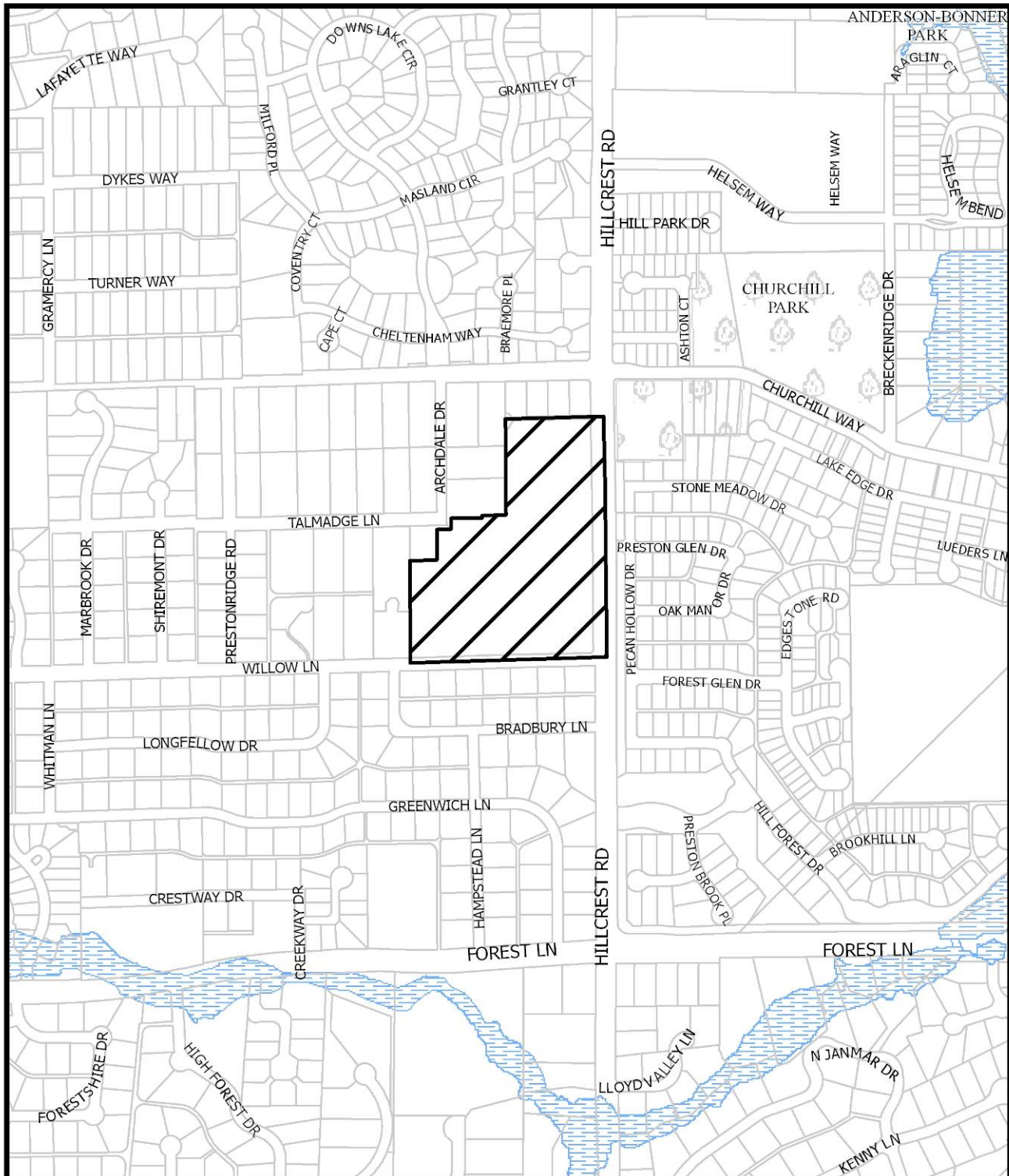
New families are educated on the carpool line process during the new parent orientation sessions conducted by the school. The traffic management plan will also be reviewed on an annual basis.

The proposed traffic management plan allows for the use of approximately 250 yards of the current parking lot to insure minimal impact on the traffic along Hillcrest Rd. The parking lot area provides enough space to accommodate approximately 125

standard size cars during the operation of the carpool line. The average number of children riding in each car, currently, is 2. With a projected maximum size of 250 students per day and 17 classrooms, the proposed traffic management plan should reasonably accommodate all of the students attending the school at its location at Hillcrest Church while providing minimal disruption in the flow of traffic in and around the school's campus.

PROPOSED SITE PLAN & CIRCULATION PLAN





1:7,200

VICINITY MAP

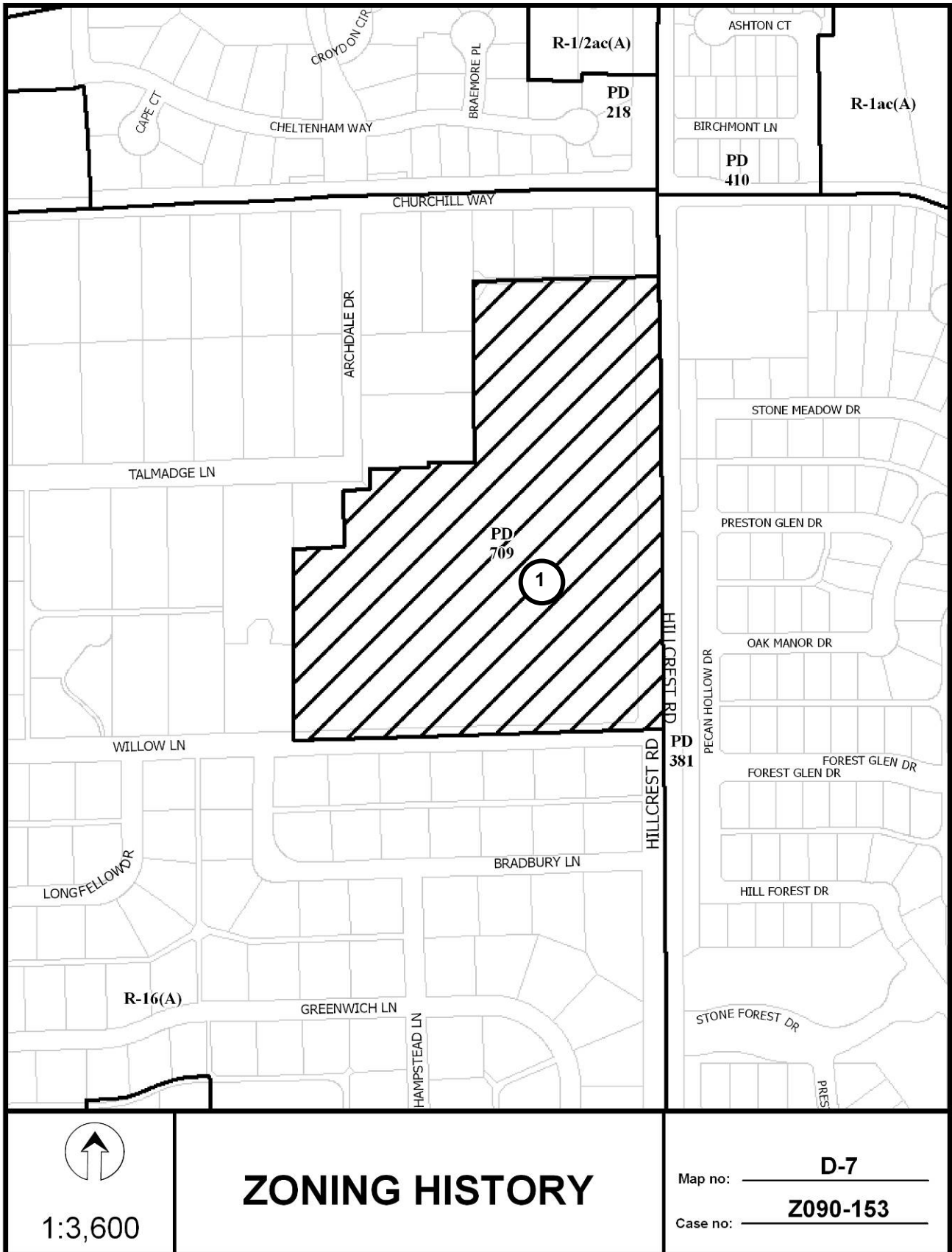
Map no: D-7

Case no: Z090-153

DATE: March 03, 2010



DATE: March 03, 2010

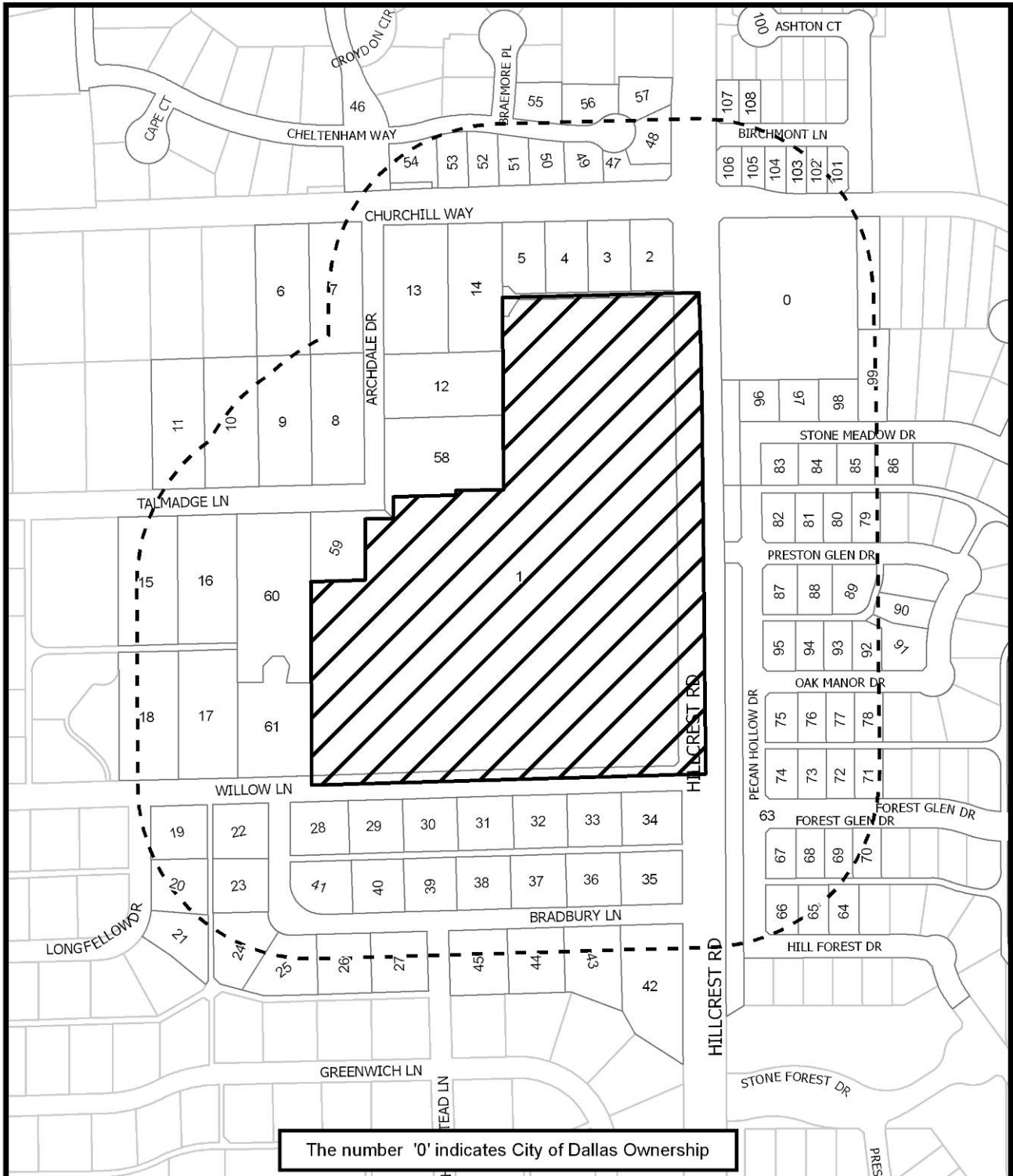


1:3,600

ZONING HISTORY

Map no: D-7

Case no: Z090-153



 <p>1:3,600</p>	<h2 style="margin: 0;">NOTIFICATION</h2> <p style="margin: 5px 0;">400' AREA OF NOTIFICATION</p> <p style="margin: 5px 0;">108 NUMBER OF PROPERTY OWNERS NOTIFIED</p>	<p>Map no: <u> D-7 </u></p> <p>Case no: <u> Z090-153 </u></p>
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DATE: March 03, 2010

Notification List of Property Owners

Z090-153

108 Property Owners Notified

Label #	Address	Owner
1	6827 WILLOW	HILLCREST CHURCH
2	12361 HILLCREST	NOURIAN MORRIE
3	6838 CHURCHILL WAY	SCHRAMM BONNIE J & ERIC D SCHRAMM
4	6832 CHURCHILL WAY	FORD THOMAS E & LINDA L
5	6824 CHURCHILL WAY	WILSON ROBERT D & ELENA E
6	6726 CHURCHILL WAY	KNIGHT KEVIN & KAREN
7	6736 CHURCHILL WAY	ZEVALLOS ALFREDO
8	6737 TALMADGE	LATTA JAMES M & JAYNE F
9	6727 TALMADGE	DEBUS JOHN R & GRETCHEN F TOLER
10	6717 TALMADGE	KHAN AMANULLAH & FRAN E
11	6700 TALMADGE	GUTHRIE M PHILIP III
12	12324 ARCHDALE	BRINKMAN J BAXTER INTERNATIONAL CORP
13	6808 CHURCHILL WAY	WING HUNG LIVING TRUST RAY W & PAMELA S NG TRSTE
14	6818 CHURCHILL WAY	PICCAGLI MAX & ELEANOR
15	6704 TALMADGE	GARRATT MATTHEW RAY
16	6714 TALMADGE	FLABIANO MATTIA J III & KATHERINE
17	6639 WILLOW	RUNYAN W R
18	6629 WILLOW	LOMENICK ARTHUR E & KATHERINE L
19	6658 LONGFELLOW	WOOD KRISTEN A
20	6650 LONGFELLOW	GRAY CHARLES C & ELIZABETH G
21	6642 LONGFELLOW	HARBAUGH CASH RANDALL & APRIL F
22	6710 BRADBURY	KAROL ROBERT D & LORI A
23	6720 BRADBURY	BROWN CLAIRE M
24	6724 BRADBURY	DEES JEAN H STE 1050
25	6730 BRADBURY	PETERS BRIAN R & CYNTHIA S
26	6740 BRADBURY	ROBINSON BENNETT LEE & CARON N

Wednesday, March 03, 2010

Label #	Address	Owner
27	6750 BRADBURY	WILSON WILLIAM R & MARTHA M
28	6720 WILLOW	ABOUBAKER KAISS
29	6730 WILLOW	ADAMS PHILIP A
30	6740 WILLOW	TIME BRENDA D
31	6750 WILLOW	TROISI HAMMOND MARY A
32	6808 WILLOW	CHANDLER & NEWVILLE INC
33	6818 WILLOW	THREADGILL ALICE G
34	6828 WILLOW	SHUPTRINE BABY ESTHER
35	6841 BRADBURY	CARPENTER PEGGY M
36	6831 BRADBURY	NEWBERGER WENDY SCHUSTER
37	6821 BRADBURY	ADAMS GREGORY M TR & CHERYL ADAMS TR
38	6811 BRADBURY	MULLIGAN PETER J & BETH J
39	6757 BRADBURY	MYERS JAMES A
40	6745 BRADBURY	GRANT JANICE
41	6723 BRADBURY	ROGOFF DOROTHY TRUSTEE ROGOFF FAMILY 1998 TRUST
42	6840 BRADBURY	EASTERBROOK MARK
43	6830 BRADBURY	EMBREY STEPHANIE D
44	6820 BRADBURY	JOHNSON RICHARD B
45	6810 BRADBURY	NOLAN CHARLES E & COLLEEN C
46	6800 CHURCHILL WAY	DOWNS OF HILLCREST RESIDENTIAL ASSOC INC THE
47	6300 CHURCHILL WAY	DOWNS OF HILLCREST RESIDENTIAL ASSOC INC THE
48	28 CHELTENHAM WAY	SOSEBEE JACK A & BETTY L
49	24 CHELTENHAM WAY	NORCOM DAVID &
50	22 CHELTENHAM WAY	NEWELL PAUL J & MARIANN NEWELL
51	20 CHELTENHAM WAY	FOMIN ARKADY G & SOPHIE A
52	18 CHELTENHAM WAY	KOWALSKI MICHAEL A & RENEE A KOWSLSKI
53	16 CHELTENHAM WAY	SHANHOLT GERALD A
54	14 CHELTENHAM WAY	BREWER CHARLES B
55	2 BRAEMORE	BANDIERA ANTHONY
56	25 CHELTENHAM WAY	MARQUEZ THOMAS J & CAROLYN G MARQUEZ
57	27 CHELTENHAM WAY	DUCA JOSEEPH M & RENE DUCA

Wednesday, March 03, 2010

Label #	Address	Owner
58	12312 ARCHDALE	JANSEN JOE FRANK & MARY J
59	6740 TALMADGE	LORDS DOMAIN LLC
60	6734 TALMADGE	PARNELL WINFRED AND DEBORAH
61	6711 WILLOW	MATHAI NIRMALA
62	12000 PECAN HOLLOW	LAKE FOREST COMMUNITY ASSOCIATION INC
63	6900 STONE MEADOW	LAKE FOREST COMMUNITY ASSN INC
64	6917 HILL FOREST	GRAHAM GEORGE M JR & SYLVIA J GRAHAM
65	6913 HILL FOREST	WOLFE RICHARD G & KAREN
66	6909 HILL FOREST	JAFFER MAURY JAFFER SUSAN
67	6906 FOREST GLEN	MITCHELL JOHN O & MARTHA A
68	6910 FOREST GLEN	YOUNG LARRY D & COLETTE C
69	6914 FOREST GLEN	JONES JOHN R & DOROTHY A
70	6918 FOREST GLEN	SHERIDAN STEPHEN T & JULIE C
71	6923 FOREST GLEN	RAMPACEK CHARLES M & LOIS A RAMPACEK
72	6917 FOREST GLEN	PARKER GARY W & RUTH A
73	6911 FOREST GLEN	HARTICK JANICE KAY & JOHN W CREECY
74	6905 FOREST GLEN	SAVARIEGO SAMUEL & SARA
75	6902 OAK MANOR	GOLD ALLEN J & FRANCIS KAY
76	6906 OAK MANOR	WEILAND MARTIN J & PATRICIA A
77	6910 OAK MANOR	FINE BRUCE A TR & DEBRA S TYLER TR
78	6914 OAK MANOR	DIENES JOHN D & SALLY B
79	6915 PRESTON GLEN	KLING LEWIS M & REBECCA S
80	6911 PRESTON GLEN	SATZ TODD R & HALLEY S
81	6907 PRESTON GLEN	TROTT RAYMOND C & ELEANOR M
82	6903 PRESTON GLEN	WHORTON MICHAEL D & RETA J
83	6908 STONE MEADOW	YEAMAN JOHN M STE 1400
84	6912 STONE MEADOW	CARRETHERS MILDRED S
85	6916 STONE MEADOW	KIHNEMAN DAVID M & NANCY B
86	6920 STONE MEADOW	OCKLESHAW DAVID J & MARCIA M
87	6904 PRESTON GLEN	RILEY SAMUEL & MARY
88	6908 PRESTON GLEN	MASSEY JAMES L & SHAWN M

Wednesday, March 03, 2010

Label #	Address	Owner
89	6912 PRESTON GLEN	SMALL STUART D & PATRICIA S SMALL
90	6935 OAK MANOR	TANNER GREGG A & TANNER KATHRYN A
91	6919 OAK MANOR	KEVLIN GEORGE M & CAROLYNN L KELVIN
92	6915 OAK MANOR	KITCH CHARLES & MOLLY
93	6911 OAK MANOR	GINSBURG LAWRENCE D
94	6907 OAK MANOR	CRAIN CATHEE
95	6903 OAK MANOR	ENZE CHARLES R & RENEE F
96	6907 STONE MEADOW	GRUENWALD RODGER LIVING TRUST
97	6911 STONE MEADOW	HOOD ROBERT K & JANICE T
98	6915 STONE MEADOW	RANGOS ALEXANDER W
99	6919 STONE MEADOW	GACHMAN IRIC J
100	1 ASHTON	CHURCHILL POINTE OWNERS ASSOCIATON
101	2 BIRCHMONT	KERN WAYNE L & DONNA M D
102	4 BIRCHMONT	YOUNG TINA M
103	6 BIRCHMONT	MUSIC STEPHEN O & ANNE ARANSON
104	8 BIRCHMONT	HIGHBAUGH DAVID MICHAEL & HILL PATRICIA
105	10 BIRCHMONT	KUZIO THOMAS L & JANET RAY KUZIO
106	12 BIRCHMONT	DOUGLASS JR HAL C
107	11 BIRCHMONT	MORRIS CANDIS A
108	9 BIRCHMONT	HOROWITZ JAY B

Wednesday, March 03, 2010