

**Regular Meeting of the Planning and Zoning Commission
516 Ranch House Road, Willow Park, TX 76087
Tuesday, July 5, 2011, 7:00 PM**

MINUTES

I. CALL TO ORDER: 7: 26 pm

II. QUORUM CHECK:

Present: Chairman David Fritz, Commissioners: Kierin Williams, Tim Koirtyohann, Bernard Suchocki, Alternate JoAnn Cassidy and Development Services Director Becky Stokes

Absent: Commissioners: Debbie Kerrigan and Milton Bradley

III. APPROVAL OF PREVIOUS MINUTES:

Motion was made by Commissioner Tim Koirtyohann to approve the Minutes of May 3, 2011 as written, seconded by Alternate JoAnn Cassidy

Aye votes: Commissioners: Tim Koirtyohann, Bernard Suchocki and Alternate JoAnn Cassidy

Nay votes: None

Abstain: Commissioner Kierin Williams

Motion passed with a vote of 3-0-1

Motion was made by Commissioner Tim Koirtyohann to approve the Minutes of June 7, 2011 with a correction of striking the last sentence stating "Commissioner Koirtyohann volunteered to take over the research and preparation of the commercial backflow prevention ordinance". Motion was seconded by Alternate JoAnn Cassidy

Aye votes: Commissioners: Kierin Williams, Tim Koirtyohann, Bernard Suchocki and Alternate JoAnn Cassidy

Nay votes: None

Abstain: None

Motion passed with a vote of 4-0-0

IV. RECESS TO PUBLIC HEARING

There were no citizens present for comment

V. CLOSE PUBLIC HEARING

VI. RECONVENE TO OPEN MEETING

VII. NEW BUSINESS

Discussion/Action: Discuss and take action on the proposed amendment to the IH-20 Overlay District (Chairman Fritz)

Motion was made by Commissioner Tim Koirtyohann to approve the recommended changes to IH-20 Overlay Ordinance as written and recommend the City Council approve the changes in regard to the IH-20 Overlay Ordinance to clarify the relationship of the IH-20 Overlay and the R-3 Ordinance, seconded by Commissioner Bernard Sochocki

Aye votes: Commissioners: Kierin Williams, Tim Koirtyohann, Bernard Suchocki and Alternate JoAnn Cassidy

Nay votes: None

Abstain: None

Motion passed with a vote of 4-0-0

Discussion/Action: Recommendation to City Council to appoint JoAnn Cassidy to Commissioner to replace vacancy created by designation of David Fritz as Chairman (Chairman Fritz)

Chairperson Fritz stated that he had spoken with Ms. Cassidy about moving from Alternate to Commissioner and she was willing to do so. Motion was made by Commissioner Kierin Williams to recommend to the City Council to approve JoAnn Cassidy as Commissioner to fill the vacancy created by the appointment of David Fritz as Chairperson, seconded by Bernard Suchocki.

Aye votes: Commissioners: Kierin Williams, Tim Koirtyohann, Bernard Suchocki

Nay votes: None

Abstain: Alternate JoAnn Cassidy

Motion passed with a vote of 3-0-1

Discussion/Action: To consider and take action on an application from Marci Parker for Planning & Zoning Alternate (Chairman Fritz)

Motion was made by Commissioner Kierin Williams to postpone the appointment of Marci Parker to the Planning & Zoning since she was not present for an interview, seconded by Commissioner Tim Koirtyohann.

Aye votes: Commissioners: Kierin Williams, Tim Koirtyohann, Bernard Suchocki and Alternate JoAnn Cassidy

Nay votes: None

Abstain: None

Motion passed with a vote of 4-0-0

Discussion/Action: To consider and take action on an application from Kyla Davis for Planning & Zoning Alternate (Chairman Fritz)

After Ms. Kyla Davis spoke to the Commission telling a few things about herself and her family and why she would like to serve on the Planning & Zoning Commission a motion was made by Commissioner Tim Koirtyohann to recommend to the City Council to accept Ms. Davis as an Alternate to the P&Z, seconded by Commissioner Kierin Williams.

Aye votes: Commissioners: Kierin Williams, Tim Koirtyohann, Bernard Suchocki and Alternate JoAnn Cassidy

Nay votes: None

Abstain: None

Motion passed with a vote of 4-0-0

Discussion/Action: Consider and take action as necessary on feedback from the City Council meeting including but not limited to Training & Certification (Chairman Fritz)

Chairman Fritz stated that June is the annual status update of the P&Z members and their terms which he has prepared a list for the Council. He said that he has spoken to the Council about several items including issues with the current Zoning map, updating the Comprehensive Plan, Impact fees and Certification and Training for the P&Z members who have not attended the NCTCOG class. He said the Council recommended the P&Z have a workshop to inform the new members of their roles. He recommended that all the P&Z members take two courses, Texas Open Meetings Act and Public Information Act, and turn a copy of the certificate into the City Administrator.

Motion was made by Commissioner Tim Koirtyohann that a recommendation be made to the City Council to provide funds to the P&Z for members that have not attended the NCTCOG Planning & Zoning class, seconded by Alternate JoAnn Cassidy.

In discussion, Commissioner Bernard Suchocki asked the details of the class and said that he is willing to attend the class even if he has to pay for it himself. Commissioner Koirtyohann said that after the class that there could possibly be a workshop with an attorney of the Council's choosing to help sort out issues that have been problematic in the past. He recommended to Chairman Fritz that he include in his recommendation to the Council that the request should include sending any new Alternates to the class.

Aye votes: Commissioners: Kierin Williams, Tim Koirtyohann, Bernard Suchocki and Alternate JoAnn Cassidy

Nay votes: None

Abstain: None

Motion passed with a vote of 4-0-0

VIII. OLD BUSINESS

Discussion: Back Flow Prevention Ordinance

Commissioner Koirtyohann made a motion to postpone this discussion until someone is actively working on this. Commissioner Suchocki asked about ordinances that Commission Koirtyohann had looked at and if there is someone with the City that would know about this. He said that he believes this is something the City needs. Mayor Glasgow suggested the Commission take a look at the city of Murphy because they recently went above 5,000 population and they are more the size of Willow Park. Commissioner Koirtyohann would requested Jason Peninger, City Building Inspector, address the Commission on this issue as well as a building contractor to get more views on the impact of requiring Back Flow Prevention.

Discussion: Hard Surface Ordinance

There was discussion on whether to create and Ordinance requiring Hard Surface parking for future Commercial and/or Residential areas. Commissioner Koirtyohann looked at other ordinances regarding Hard Surface Parking which basically stated that there could not be parking in unpaved areas.

IX. ADJOURNMENT

With no further business a motion was made by Commissioner Kierin Williams to adjourn the meeting, seconded by Alternate JoAnn Cassidy

Aye votes: Commissioners: Kierin Williams, Tim Koirtyohann, Bernard Suchocki and Alternate JoAnn Cassidy

Nay votes: None

Abstain: None

Motion passed with a vote of 4-0-0

With no further business Chairman Fritz adjourned the meeting at 8:15pm

Chairman David Fritz



City Secretary Yael Hoffman


