

**Regular Meeting of the Planning and Zoning Commission  
516 Ranch House Road, Willow Park, TX 76087  
Tuesday, October 16, 2012, 7:00 PM**

**MINUTES**

**I. CALL TO ORDER @ 7:07pm**

**II. QUORUM CHECK**

**Present:** Chairman David Fritz, Vice Chair JoAnn Cassidy, Commissioners Marci Parker, Milton Bradley, James Mullins, and Timothy Griffiths

**Absent:** Development Services Director Becky Stokes

**III. APPROVAL OF PREVIOUS MINUTES**

**Minutes of September 18, 2012**

Commissioner Parker moved to accept the minutes of Tuesday, September 18th as presented, seconded by Commissioner Griffiths

**Aye votes:** Chairman Fritz, Vice Chair Cassidy, Commissioners Parker, Bradley and Griffiths

**Nay votes:** None

**Abstain:** None

**Motion passed with a vote 5-0-0**

**Minutes of October 11, 2012**

Commissioner Parker moved to accept the minutes as presented, seconded by Commissioner Griffiths

**Aye votes:** Chairman Fritz, Vice Chair Cassidy, Commissioners Parker, and Griffiths

**Nay votes:** None

**Abstain:** Commissioners Mullins and Bradley

**Motion passed with a vote 4-0-2**

**IV. OLD BUSINESS**

**A. Discussion/Action:** Consider and take action on the Site Plan for Willow Park Eye Clinic, Lot 1-R, Block 9, El Chico Addition (Chairman Fritz)

Motion was made by Commissioner Mullins to accept the Site Plan dated 8/16/2012 contingent on approval from the Flood Plain Administrator for fill required to meet minimum grade. There was not a second therefore motion died.

Commissioner Mullins made a recommendation to the City Council to accept the Site Plan contingent on the Flood Plain Manager's approval and the submission of the Site Plan with contour lines and gully callouts, seconded by Commissioner Parker.

**Aye votes:** Chairman Fritz, Vice Chair Cassidy, Commissioners Parker, Mullins, Bradley and Griffiths

**Nay votes:** None

**Abstain:** None

**Motion passed with a vote 6-0-0**

Chairman Fritz called for a ten minute recess @ 7:58

Chairman Fritz called the meeting to order at @ 8:02

## V. NEW BUSINESS

### A. Discussion: Hear presentation from engineering firm in response to the RFP to update the City's Comprehensive Plan (Chairman Fritz)

Mr. Derek Turner, Jacobs and Martin Engineers, made a presentation on behalf of the firm as requested by the P&Z as a candidate to update the Comprehensive Plan. Commissioners asked several questions of Mr. Turner.

There was a lengthy discussion on each of the candidates and a vote.

### B. Discussion/Action: Discuss and take action on recommending an engineering firm to City council to update the City's Comprehensive Plan (Chairman Fritz)

Commissioner Parker moved to recommend the engineering firms in the following order, Freese and Nichols, LAN then Jacob and Martin, seconded by Commissioner Bradley.

**Aye votes:** Chairman Fritz, Vice Chair Cassidy, Commissioners Parker, Bradley and Griffiths

**Nay votes:** Commissioner Mullins

**Abstain:** None

**Motion passed with a vote 5-1-0**

Chairman Fritz called for a five minute break @ 9:26

Chairman Fritz called the meeting back to order @ 9:32

### C. Discussion/Action: Consider and take action on the application of Roburt Coates as Commissioner or Alternate for the Planning & Zoning Commissioner (Chairman Fritz)

Mr. Coates was not able to attend.

Commissioner Parker made a motion to postpone taking action on Item C until Mr. Coates is able to attend, seconded by Commissioner Bradley.

**Aye votes:** Chairman Fritz, Vice Chair Cassidy, Commissioners Parker, Bradley and Griffiths

**Nay votes:** Commissioner Mullins

**Abstain:** None

**Motion passed with a vote 5-1-0 (I'm not sure about this vote, there was too many talking and I couldn't understand)**

### D. Discussion/Action: Consider and take action on the application of Marvin Glasgow as Commissioner or Alternate for the Planning & Zoning Commission (Chairman Fritz)

Mr. Glasgow gave a brief description of the different positions and service he had given the City. He believes that his knowledge of things that have gone on in the City will be useful.

Vice Chair Cassidy made a motion to recommend to City Council to make Mr. Glasgow a Commissioner, there was not a second therefore the motion dies.

Commissioner Bradley made a motion to recommend to City Council to make Mr. Glasgow a permanent Alternate, seconded by Commissioner Parker.

**Aye votes:** Chairman Fritz, Vice Chair Cassidy, Commissioners Parker, Mullins, Bradley and Griffiths

**Nay votes:** None

**Abstain:** None

**Motion passed with a vote 6-0-0**

**E. Discussion:** Discuss creating an ordinance for Solar Panels (Vice Chair Cassidy)

Commissioner Parker moved to postpone until next month the Solar Panel ordinance and the Garage Openings Facing Frontal Streets, seconded by Commissioner Mullins.

**Aye votes:** Chairman Fritz, Vice Chair Cassidy, Commissioners Parker, Mullins, Bradley and Griffiths

**Nay votes:** None

**Abstain:** None

**Motion passed with a vote 6-0-0**

**F. Discussion:** Discuss amending Ordinance No 364-94 relating to Garage Openings Facing Frontal streets (Commissioner Mullins)

**G. Discussion:** Discuss whether Urgent Care Facility is an allowed use in Commercial zoned district

Chairman Fritz discussed options and possibilities for regulating Urgent Care Facilities. He suggested making facilities that do not pay sales and use tax to the City a special usage, therefore the Urgent Care Facility is an allowed use in the Commercial zoned district.

**VI. ADJOURNMENT @ 10:07pm**

With no further business a motion was made by Commissioner Mullins to adjourn the meeting, seconded by Commissioner Griffiths

**Chairman David Fritz**

  
\_\_\_\_\_

**City Secretary Yael Hoffman**

  
\_\_\_\_\_