

**Regular Meeting of the Planning and Zoning Commission
516 Ranch House Road, Willow Park, TX 76087
Tuesday, August 21, 2012, 7:00 PM**

MINUTES

I. CALL TO ORDER @ 7:06pm

II. QUORUM CHECK

Present: Chairman David Fritz, Commissioners: Kierin Johnson, JoAnn Cassidy, Marci Parker, James Mullins and Development Services Director Becky Stokes

Absent: Vice Chair Brian Thornburg, Commissioner Milton Bradley

III. APPROVAL OF PREVIOUS MINUTES

Minutes of June 26, 2012

Commissioner Johnson made a motion to approve the Minutes with one correction, seconded by Commissioner Mullins.

Aye votes: Chairman Fritz, and Commissioners: Johnson, Cassidy, and Mullins

Nay votes: None

Abstain: Commissioner Parker

Motion passed with a vote 4-0-1

Minutes of July 17, 2012

Commissioner Parker moved to accept the Minutes as written, seconded by Commissioner Cassidy.

Aye votes: Chairman Fritz, and Commissioners: Cassidy, Parker and Mullins

Nay votes: None

Abstain: Commissioner Johnson

Motion passed with a vote 4-0-1

Minutes of July 24, 2012

Commissioner Johnson moved to postpone the approval of the Minutes of the Joint Special Meeting until next month, seconded by Commissioner Mullins.

Aye votes: Chairman Fritz, and Commissioners: Johnson, Cassidy, Parker and Mullins

Nay votes: None

Abstain: None

Motion passed with a vote 5-0-0

IV. OLD BUSINESS

- A. Discussion/Action:** Review staff suggestions to proposed Wind Energy Ordinance and take actions as necessary (Chairman Fritz)

Chairman Fritz told the Commission that Jason Peninger, Building Inspector, had reviewed the proposed Wind Energy Ordinance saying he had no corrections. He did have one request which would be to include annual inspections. To be included in the Ordinance will be the outline of a required annual inspection.

Commissioner Parker moved to recommend the Wind Energy Ordinance to the City Council with revision 8.21.12, seconded by Commissioner Johnson.

Aye votes: Chairman Fritz, and Commissioners: Johnson, Cassidy, Parker and Mullins

Nay votes: None

Abstain: None

Motion passed with a vote 5-0-0

B. Discussion/Action: Review and take actions as necessary surrounding updating Planning & Zoning documents including but not limited to the Comprehensive Plan (Chairman Fritz)

Chairman Fritz said that the RFPs had been sent out to a total of four Engineering firms. He explained that the Planning & Zoning Commission has been authorized to go forward with the zoning map with LAN who had started the process a few years back.

No action was taken on this item

V. NEW BUSINESS

A. Discussion/Action: Consider and take action on the Final Plat, Lot 1-R, Block 9, El Chico Addition. Being a replat of Lot 1, Block 73, El Chico as recorded in Book 362A, Page 7 and Book 277, Page 358 of the Plat Records of Parker County, Texas, Willow Park, Texas (Chairman Fritz)

Motion was made by Commissioner Johnson to recommend approval of the Replat of Lot 1-R, Block 9, El Chico Addition to the City Council, seconded by Commissioner Parker.

Aye votes: Chairman Fritz, and Commissioners: Johnson, Cassidy, Parker and Mullins

Nay votes: None

Abstain: None

Motion passed with a vote 5-0-0

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

After discussion of various items concerning the Site Plan, Flood Plain, and the I-20 Overlay Chairman Fritz asked applicant to submit building elevations. Commissioner Mullins moved to take no action on the proposed Site Plan until the Commission has time to review the Flood Plain ordinance, seconded by Commissioner Parker.

Aye votes: Chairman Fritz, and Commissioners: Johnson, Cassidy, Parker and Mullins

Nay votes: None

Abstain: None

Motion passed with a vote 5-0-0

C. Discussion/Action: Receive and take action as necessary to address a request from Timothy Griffiths to become a member of the Planning & Zoning Commission (Chairman Fritz)

Motion was made by Commissioner Parker to recommend to the City Council to approve the appointment of Timothy Griffiths to the Planning & Zoning to fill the vacancy of Brian Thornburg, seconded by Commissioner Johnson

Mr. Griffiths spoke to the Commission telling a few things about himself and his work.

Aye votes: Chairman Fritz, and Commissioners: Johnson, Cassidy, Parker and Mullins

Nay votes: None

Abstain: None

Motion passed with a vote 5-0-0

D. Discussion/Action: Receive and take action on the resignation of Vice Chair Brian Thornburg (Chairman Fritz)

Motion was made by Commissioner Johnson to accept the resignation of Brian Thornburg, seconded by Commissioner Mullins.

Aye votes: Chairman Fritz, and Commissioners: Johnson, Cassidy, Parker and Mullins

Nay votes: None

Abstain: None

Motion passed with a vote 5-0-0

E. Discussion/Action: Consider and take action on appointing a new Vice Chair for the Planning & Zoning Commissioner (Chairman Fritz)

Commissioner Parker moved to nominate Commissioner JoAnn Cassidy as Vice Chair, seconded by Commissioner Mullins.

Aye votes: Chairman Fritz, and Commissioners: Johnson, Parker and Mullins

Nay votes: None

Abstain: Commissioner Cassidy

Motion passed with a vote 4-0-1

F. Discussion/Action: Revisit and take actions as necessary to address former letter from BOA regarding requested action items (Chairman Fritz)

After discussion of items submitted by the BOA, recommending action by the Planning & Zoning Commission to consider amending certain City Ordinances, Commissioner accepted items to research and work on.

No action was taken on this item.

G. Discussion/Action: Review and take actions as necessary to address legal requirements and/or guidelines surrounding possible implementations of moratoriums and/or other ordinance restrictions necessary to safeguard the health, safety and welfare of the residents of Willow Park (Chairman Fritz)

There was discussion to possibly implement a moratorium on sprinklers, wells, residential and high water customers.

No action was taken on this item.

V. ADJOURNMENT @ 9:25pm

With no further business a motion was made by Commissioner Mullin to adjourn the meeting, seconded by Commissioner Johnson.

Chairman David Fritz



City Secretary Yael Hoffman

