

PLANNING & ZONING COMMISSION  
516 RANCH HOUSE RD, WILLOW PARK, TEXAS 76087  
TUESDAY, JANUARY 15, 2013  
AT 7:00 PM

MINUTES

1. Call meeting to order @ 7:02pm
2. Determination of Quorum

**Commissioners Present:** *Chairman David Fritz, Vice Chair JoAnn Cassidy, Commissioners Marci Parker, Jimmy Mullins, Timothy Griffiths, James Moeller, and Robert Coates*

**Staff Present:** *Jason Peninger, Building Official and Becky Stokes, Development Services Director*

3. Act to approve Regular Meeting Minutes December 18, 2012

*Vice Chair Cassidy made a motion to accept the minutes December 18<sup>th</sup>, seconded by Commissioner Parker. Vote was unanimous.*

*A motion was made by Commissioner Parker to suspend the rules regarding the agenda, seconded by Commissioner Griffiths. Vote was unanimous.*

4. Hear presentation and discuss the role of the Planning & Zoning Commission, Development Services Department workflow, application timeline and Planning & Zoning agenda setting process from City Administrator Matt Shaffstall.

*New City Administrator, Matt Shaffstall, introduced himself and spoke with the Commission explaining the Development Services Department workflow, timelines and a new agenda setting process*

5. Take action to establish the first Tuesday of every month as the regular meeting date for the Planning & Zoning Commission.

*Motion was made by Commissioner Parker to adopt the timeline of meetings as presented by our new City Administrator, Matt, to move the Planning & Zoning meeting date to the first Tuesday of each month, seconded by Commissioner Griffiths. Vote was unanimous.*

6. Discuss and make recommendations on the revised Planning & Zoning Ordinance

*Chairman Fritz recommended that if there is any input from P&Z members to email it to Council Member Bernard Suchocki. No action was taken on this item.*

7. Review and discuss draft documents relating to the update of the Comprehensive Plan.

*Mr. Daniel Harrison, Frees and Nichols, discussed several options for the development of the Comprehensive Plan.*

8. Discuss and consider making recommendations on creating an ordinance for Solar Panels.

*Motion was made by Commissioner Mullins to send proposed on Solar Energy Systems ordinance to City Council, seconded by Commissioner Griffiths. Vote was unanimous.*

9. Discuss and consider making recommendations on the amendment of Ordinance No. 364-94 relating to Garage Openings Facing Frontal Streets

*Motion was made by Commissioner Parker to recommend to City Council the edits as captured for the garage door opening ordinance, seconded by Vice Chair Cassidy. Vote was unanimous.*

10. Discuss and consider making recommendations on the amendment of R-3 Multi-Family classification to reduce allowable density

*Motion was made by Commissioner Mullins to recommend the amendment to the R-3 Multi Family classification to reduce allowable density from 18 to 8, seconded by Commissioner Parker. Vote was unanimous.*

11. Discuss and consider making recommendations on the amendment of Business Office classification to remove "medical and dental clinics" from the "O" Office District schedule of uses

*Motion was made by Vice Chair Cassidy to recommend the amendment of Business Office classification to remove "medical and dental clinics" from the "O" Office District schedule of uses, seconded by Commissioner Mullins. Vote was unanimous.*

Adjourn 9:14

*With no further business a motion was made by Commissioner Parker to adjourn the meeting, seconded by Vice Chair Cassidy*



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&Z Chairperson



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City Secretary