



PLANNING & ZONING COMMISSION
516 RANCH HOUSE RD, Willow PARK, TEXAS 76087
TUESDAY, MAY 7, 2013
AT 7:00 PM
MINUTES

1. Call Meeting to Order

Vice Chair Cassidy called the meeting to order at 7:35 PM

2. Quorum Determination

Vice Chair JoAnn Cassidy
Commissioner Marci Parker
Commissioner Jimmy Mullins
Commissioner Tim Griffiths
Commissioner James Moeller
Commissioner David Fritz

Also Present;
City Administrator Matt Shaffstall
City Secretary Yael Hoffman

Abstain;
Robert Coats

3. Election of Board Chair

***** Commissioner Griffiths moved to appoint Jimmy Mullins as the Chair of the Planning and Zoning Commission** , seconded by Vice Chair Cassidy
votes: Commissioners: Parker, Cassidy, Griffiths, Moeller and Fritz
Nay votes: None
Abstained: None
Motion passed with a vote of 5-0-0

4. Hear report from City Administrator on personnel and operational changes in the Development Services Department.

City Administrator updated the Planning and Zoning Commissioners on the operational changes in the Planning and Development Department. The General Fund is in \$225,000 Budget deficit. The area that we were hurt the most is in Development, the recommendation was to eliminate the two positions in Planning and development services simply because the development fees didn't support the costs of the employees. The recommendation was to move the third party alternate.

The city administrator introduces the Chair and commissioners Mark Johns from Bureau and Veritas and is responsible of this area. The process will be the same process; Zach will be helping in the Development Services department. The Planning Tech job is to make sure the application is complete and then send it to approval. Bureau and Vertias will review the plans and will do the inspection.

Mark Johns – explain the process. The company has inspectors dedicated to this area, if there are any questions the city can always call to the call center in FW and/or the plan reviewer directly.

The city will look to adding personnel depending how the summer budget will look. The position will be a director level position. In the meantime the City administrator will be sitting in the meeting and Yael the city Secretary will be here for minutes.

5. Consider and discuss recommending an additional permitted use in the Class III Zoning District, Business 'C' Commercial District of: "diagnostic or treatment healthcare facility or assisted living facility."

***** Commissioner Fritz moved to postponed action on item 5 until after it will be addressed in the comprehensive plan will be adopted, seconded by Vice Chair Cassidy**

Vice Chair Cassidy removed her second
Commissioner Fritz removed his motion.

***** Commissioner Fritz moved recommend that diagnostic "Health Care Facility" or "Assisted Living Facility" as a special use permit, seconded by Vice Chair Cassidy**

votes: Commissioners: Parker, Cassidy, Griffiths, Moeller and Fritz
Nay votes: None
Abstained: None
Motion passed with a vote of 5-0-0

6. Public Hearing and Action to consider the rezoning application from Willow Park Baptist Church, from Single Family Residential 'R-1' to Business 'C' Commercial for that certain 12.43 acre tract of land, more or less. Specifically identified as Block A, lots 3 & 4, Block B, lot 2 Crown Point Addition Phase II, an Addition to the City of Willow Park, TX, Situated in the Wesley Franklin Survey, Abstract 468, Real Property Records, Parker County TX. They are further known, and have been referred to, as Skilled Nursing Facility and Assisted living Facility.

A. Open Public Hearing at 8:10 PM

B. Close Public Hearing at 8:11 PM

C. Take Action on Recommendation to City Council.

***** Commissioner Marci moved recommend the City Council to approve the rezone the Willow Park Baptist Church from Single family Residential "R-1" to Business "C" Commercial. , seconded by commissioner Griffiths**

votes: Commissioners: Parker, Cassidy, Griffiths, Moeller and Fritz

Nay votes: None

Abstained: None

Motion passed with a vote of 5-0-0

7. Discuss and make recommendation on a proposed Site Plan for Willow Park Baptist Church skilled nursing facility to be located on or near 180 Crown Pointe Boulevard.

***** Commissioner Marci moved recommend the City Council to accept the proposed Site Plan of the Skilled Nursing Facility located on or near 180 Crown Point Boulevard , seconded by commissioner Griffiths**

votes: Commissioners: Parker, Cassidy, Griffiths, Moeller and Fritz

Nay votes: None

Abstained: None

Motion passed with a vote of 5-0-0

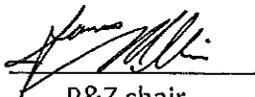
8. Dedication and acceptance of roads and any public improvements for Hunters Glen housing development.

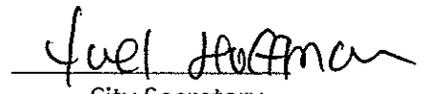
***** Commissioner Fritz moved recommend the City Council to accept the roads in the Hunters Glen Housing development, seconded by commissioner Griffiths**

votes: Commissioners: Parker, Cassidy, Griffiths, Moeller and Fritz
Nay votes: None
Abstained: None
Motion passed with a vote of 5-0-0

Adjourn

Chair Mullins Adjourned the meeting at 8:20PM


P&Z chair
Jimmy Mullins


City Secretary
Yael Hoffman