



City of Willow Park
Planning & Zoning Commission
Regular Meeting
516 Ranch House Road, Willow Park, TX 76087
Tuesday, June 4, 2013 at 7:00 p.m.
Minutes

1. Call to Order

Chair Mullins called the meeting to order at 7:01

2. Determination Of Quorum

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

Also Present;
City Administrator Matt Shaffstall
City Secretary Yael Hoffman
Fire Chief Brent Sauble

Chair Mullins made the following statement:

"First; recently, a few e-mails went out to the board members and to the city which contain information about city business, the agenda and other related items. This could potentially be viewed as a violation. As a board we are bound to the open meeting policy and therefore we should not be circulating these types of e-mails. The fact that it is a group email could mean there is a digital quorum. And the response to the group email is what makes it a two way conversation, which could be considered a violation of the Open Meeting Act. In this day and age of open government we need to maintain the public's trust in that we maintain an open process. Going forward, any questions or comments that members may have regarding the agenda or other items that are related to P&Z business must be sent directly to that person or dept., and Bcc'd to the chair. Copying the chair on all correspondence will keep the chair up to date on all issues of the board I have three things that I would like to take the time to address with the P & Z board members;

but more importantly, it will give the chair the opportunity react appropriately in the event the members question isn't answered in a timely manner. In addition, this aids in good record keeping practice in order to avoid a disconnect among board members, the chair, and topics of concern.

Second; some individuals found the tone of these emails unprofessional. We must all remember to treat everyone with respect regardless of position, background, or opinions they hold. We all bring valuable experience and expertise to the table. We will not always see eye to eye on every issue, however, we can disagree amongst ourselves in a manner that is respectful. Disrespect will not be tolerated in any form, whether from the city or from the board. Simply put, I ask every member to pose questions to the city, if you have them. All questions should be asked before the meeting, at the very least, the day before the meeting. This will give the staff time to prepare a response. In doing this, it will limit the number of questions going into the meeting, and more importantly limit the time it takes to process.

Lastly; I would like to remind every member that we are here to recommend or not to recommend to the city council. We need to thoroughly review every detail that is put forth to us. If, as a member, you do not want to recommend something then simply don't. Whether we recommend or not, the city council will always have the final say. An important part of being a P&Z member, is forgetting any personal agendas, biases, and issues we may have with individuals that come before us. If you have something that conflicts with something that come before the board, I implore you to state your abstention from the vote. We must serve the public with the trust and openness that they deserve.

I believe the city is changing for the better in the way they are doing things. While there will be disagreements, you can see from the way packets are delivered now, to how they are set up for you, things have improved greatly. In the future; P&Z, the city council, and city administration will continue to make great strides forward and I, for one, am glad we are a part of that. Thank you."

3. Approval of Previous Meeting's Minutes

- a. March 5, 2013
- b. March 26, 2013
- c. April 2, 2013
- d. May 7, 2013

***** Commissioner Griffiths moved to approve and accept the minutes as presented seconded by Vice Chair Cassidy**

Votes: Commissioners: Cassidy, Griffiths, Moeller and Fritz

Nay votes: None

Abstained: None

Motion passed with a vote of 4-0-0

4. Discuss and make recommendation on a proposed Site Plan Amendment for Lot 1, Block A, The Village at Willow Park, Crown Pointe Boulevard in an "R-3" Residential Multi-Family zoned district regarding certain accessory buildings, project amenities, and minor design changes.

*** Commissioner Fritz moved to recommended the approval of the amended site plan seconded by Commissioner Griffith

Votes: Commissioners: Cassidy, Griffiths, Moeller and Fritz

Nay votes: None

Abstained: None

Motion passed with a vote of 4-0-0

5. Discuss and make recommendation on a proposed Site Plan for that certain 8,000 s.f. building to be located on Lot 6, Block, 2 Willow Bend Drive in an "LI" Light Industrial zoned district, more commonly known as or referred to as Willow Park Crossing Medical Center.

*** Commissioner Griffith moved to recommended the approval of the site plan for the Willow Crossing Medical Center seconded by Commissioner Moeller

Aye Votes: Commissioners: Cassidy, Griffiths, Moeller and Fritz

Nay votes: None

Abstained: None

Motion passed with a vote of 4-0-0

6. Public Hearing and Action on a request to amend Chapter 12 of Code of Ordinance pertaining to Specific Use Permits. Specifically Chapter 12, Article 12.1200 "Specific Use Permits".

- A. Open Public Hearing.

Chair Mullins open the Public Hearing at 7:29

- B. Close Public Hearing.

Chair Mullins Closed the public Hearing at 7:30

- C. Take Action on Recommendation to City Council.

*** Commissioner Fritz moved to recommended the changes in Chapter 12 article 12.1200 regarding special use permit as amended seconded by Commissioner Griffith

Aye Votes: Commissioners: Cassidy, Griffiths, Moeller and Fritz

Nay votes: None

Abstained: None

Motion passed with a vote of 4-0-0

7. Public Hearing and Action on request for Specific Use Permit for a diagnostic or treatment healthcare facility or assisted living facility in a Business (C) Commercial zoned district at approximately 300 Crown Pointe Blvd on or near Block A, Lots 3 & 4, Block B, Lot 2 Crown Point Addition Phase II, an Addition of the City of Willow Park, TX, situated in the Wesley Franklin Survey, Abstract 468, Real Property Records, Parker County, TX., more commonly known or referred to as Skilled Nursing Facility or Assisted Living Facility in the City of Willow Park, Parker County Texas. The request was made to use a specific use permit for a Skilled Nursing Home.

- A. Open Public Hearing.

Chair Mullins opened the Public Hearing at 7:34 PM

Chuck Stark – from Barron Stark Engineering requested the commissioners to extend the special use permit for 10 year and not 5 due to financial reasons

Jim Martin – made the comment that the process for this item took way too long and as Mr. Stark asked the Commissioners to consider and extend the SUP for 10 years due to financial reasons. Mr. Martin encourage to the city to move and create the Medical District Use.

- B. Close Public Hearing.

Chair Mullins Closed the Public Hearing at 7:42 PM

- C. Take Action on Recommendation to City Council.

*** Commissioner Fritz moved to recommended the city council to approve the application for Special Use Permit and the duration will be extended for 10 years seconded by Commissioner Griffith

Commissioner Fritz amend his motion with the stipulation that we have no verification of water production from the new wells Seconded by Commissioner Griffith

Aye Votes: Commissioners: Cassidy, Griffiths, Moeller and Fritz

Nay votes: None

Abstained: None

Motion passed with a vote of 4-0-0

8. Public Hearing and Action on a request for a zoning change for 4110 E. I-20 South Service Road Willow Park, TX 76087 3.81 acres out of lot C-R, Block 7 of Willow Park, Spring Oaks Subdivision, Parker County, TX from Light Industrial (LI) to base Zoning District of Commercial (C) with an overlay or use Restriction of PD – Planned Development District. The business uses are further Identified, and have been referred to as Coffee Reata, Wild Orchid Florist, Davy Vestal Memorials, and the Food Truck Park.

A. Open Public Hearing.

Chair Mullins opened the Public Hearing at 7:52 PM

Mr. Bert and Mr. Vestal present their Idea of a "Trucks Park" before the Chair and commissioners

B. Close Public Hearing.

Chair Mullins Closed the Public Hearing at 8:15 PM

C. Take Action on Recommendation to City Council.

*** Commissioner Griffith moved to recommended the city council to approve the zoning changes From Light Industrial (LI) to Commercial (C) seconded by Commissioner Cassidy

Aye Votes: Commissioners: Cassidy, Griffiths, Moeller and Fritz

Nay votes: None

Abstained: None

Motion passed with a vote of 4-0-0

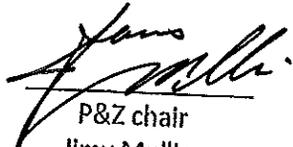
9. Discussion of the planning process, discipline reviews, applications.

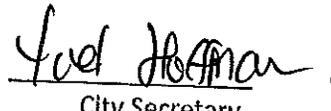
City Administrator Shaffstall present before the Chair and Commissioners the new applications and planning process.

10. Discussion of Land Use and Zoning tables.

City Administrator Shaffstall presented the land use table before the Chair and Commissioners

Chair Mullins adjourned the meeting at 8:57PM


P&Z chair
Jimmy Mullins


City Secretary
Yael Hoffman