

PLANNING & ZONING COMMISSION
516 RANCH HOUSE RD, WILLOW PARK, TEXAS 76087
TUESDAY, FEBRUARY 5, 2013
AT 7:00 PM

MINUTES

1. Call Meeting to Order @ 7:11pm

2. Quorum Determination

Present: *Chairman David Fritz, Vice Chair JoAnn Cassidy, Commissioners, Jimmy Mullins, Timothy Griffiths, James Moeller, and Building Official Jason Peninger*

Absent: *Commissioners Marci Parker, Robert Coates, Development Services Director Becky Stokes*

3. Approve Minutes from January 15, 2013

Vice Chair Cassidy made a motion to accept the minutes with amendments for January 15th, seconded by Commissioner Griffiths. Vote passed unanimously

Chairman Fritz stated that per consultation with Rider the P&Z will seat Commissioners where they need to be seated then report that action to City Council. Chairman Fritz offered 1) to seat Commissioner Moeller in place 4 vacated by Kieren Williams, 2) recommend to City Council to accept the resignation of Milton Bradley vacating place 2, 3) seat Robert Coates in place 2, vacated by Milton Bradley, 4) report said actions to City Council, and 5) direct staff to update roster and website.

Chairman Fritz asked if anyone had an objection with taking that action, whereas there were none. Action passes unanimously

4. Discuss Additional Responsibilities for the Planning & Zoning Commission relating to the proposed Capital Improvement Plan. The City Council is preparing to ask the Planning & Zoning Commission to serve as the 2013-2040 Capital Improvement Plan Advisory Committee and prepare a written report prior to a public hearing to be scheduled on Tuesday, March 19, 2013.

Chairman Fritz told the Commissioners that the City Council would like for P&Z to review and submit comments on annexations, provide input for the Capital Improvement Plan and serve as the advisory committee along with a person that resides in the ETJ.

5. Discuss and make Recommendations on a proposed Ordinance revising Chapter 12, "Zoning", Article 12.1500 "Commissions" Section 12.1501 "Organization and Procedure" Municipal Code of Ordinance, (see Ordinance 636-11).

The following change is a list of recommended changes:

15.1501

1 Membership:

- a. replace seven members with "nine" members*
- c. remove "resident" replace with "property owner"*

e. renumber “(f)” to “(e), remove “ 120 days” replace with “one year”, start new sentence at “Tuition”

2 Terms:

a. Insert places 1-4 shall expire on odd numbered years, places 5- 9 shall expire on even numbered years

15.1502

4 Rules and Regulations:

b. misspelled “meetings” & “regulations”

12.1503

2 Enumerated Powers:

c. remove “are as” replace with “areas”

d. remove 210 days, insert “as soon as feasible”, comma after Ordinance

e. insert “afterwards the commission may from time to time recommend changes or updates to these checklists” at the end of item e

12.1504

Correct numbering from 12.1503 to 12.1504

b. capitalize City Council; insert “upon request” each June.....

c. insert” a summary of” all relevant.....

d. replace THREE and (7), insert “six”

12.1505

Correct numbering from 12.1504 to 12.1505

12.1506 correct numbering from 12.1505 to 12.1506, correct spelling of “Ordinances”

12.1507 correct numbering from 12.1506 to 12.1507

12.1508 correct numbering from 12.1507 to 12.1508

Commissioner Mullins made a motion to submit the recommendations to Bernard, seconded by Commissioner Griffiths. Action passes unanimously.

6. Discuss and make Recommendations on proposed changes to the Sign Ordinance, including sign regulations in the I-20 Overlay District

No action was take on this item

Adjourn @ 9:10pm

With no further business a motion was made by Commissioner Griffiths to adjourn, seconded by Vice Chair Cassidy. Action passes unanimously.

Chairman

City Secretary