



AGENDA
PLANNING AND ZONING COMMISSION
REGULAR MEETING
7105 WHITLEY ROAD, WATAUGA, TEXAS 76148
WEDNESDAY, SEPTEMBER 18, 2019
6:30 PM

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES

1. Consideration of July 17, 2019 Regular Meeting of the Watauga Planning and Zoning Commission Meeting Minutes.

PUBLIC TESTIMONY Members of the public are invited and encouraged to attend all public meetings of the City Council that are not closed to the public in accordance with the Texas Open Meetings Act. It is the desire of the City Council that citizens actively participate in the City's governance system and processes. Public input to the City Council is encouraged during the Public Testimony, Public Hearings, or Action Item sections of a meeting agenda. Individuals desiring to speak during Public Testimony shall be called upon to speak only after completing a Request to Speak form provided. The Request to Speak form for Public Testimony shall be submitted to the administrative staff prior to speaking. Individuals desiring to speak on an agenda item or during a public hearing shall submit the Request to Speak form prior to the introduction of that respective item by the Chair. Once the form is received by administrative staff, the individual shall be recognized and called upon by the Chair prior to speaking. Any public testimony must occur prior to formal action being taken by the Body. The Chair shall have the power to suspend citizen comments at any time during the meeting to preserve the order and efficiency of the meeting. Reasonable time limitations may be placed on public testimony by the presiding officer in order to conduct an efficient and effective public meeting.

ACTION ITEMS

1. Discussion and action on selection of officers.
 - a. Chairperson
 - b. Vice-Chairperson
 - c. Secretary
2. Report on Comprehensive Plan Update and Timeline by Planning & Zoning Liaison.

ADJOURNMENT

NOTICE

THIS FACILITY IS WHEELCHAIR ACCESSIBLE AND ACCESSIBLE PARKING SPACES ARE AVAILABLE. REQUESTS FOR ACCOMMODATIONS OR INTERPRETIVE SERVICES MUST BE MADE 48 HOURS PRIOR TO THIS MEETING. PLEASE CONTACT THE CITY SECRETARY'S OFFICE AT (817) 514-5825, OR FAX (817) 514-3625 FOR FURTHER INFORMATION.

I, Andrea Gardner, City Secretary for the City of Watauga, hereby certify that this agenda was posted on the bulletin boards at City Hall, 7105 Whitley Road, Watauga, Texas, on Friday, September 13, 2019, before 6:00 p.m. in accordance with Chapter 551 of the Texas Government Code.



Andrea Gardner, City Secretary





AGENDA MEMORANDUM

DATE: September 3, 2019

TO: Planning and Zoning Commission Members

FROM: Randy Richards, Building Official
Paul Hackleman, P.E., CFM, Director of Public Works

SUBJECT: Consideration of July 17, 2019 Regular Meeting of the Watauga Planning and Zoning Commission Meeting Minutes.

BACKGROUND/INFORMATION:

This item contains Meeting Minutes Draft for Planning and Zoning review and approval.

FINANCIAL IMPLICATIONS:

NA

RECOMMENDATION/ACTION DESIRED:

Respectfully recommend the Planning and Zoning Commission review and take action on the item presented.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. Minutes - JULY 17, 2019

REVIEWED BY:

Randy Richards, Building Official
Paul Hackleman, P.E., CFM, Director of Public Works
Andrea Gardner, City Manager
Approved as to form for inclusion on Agenda

Approved - 9/13/2019
Approved - 9/13/2019
Final Approval - 9/13/2019



“A GREAT PLACE TO LIVE”

**MINUTES
PLANNING AND ZONING COMMISSION
WEDNESDAY, JULY 17, 2019
CITY HALL COUNCIL CHAMBER, 7105 WHITLEY ROAD
REGULAR MEETING
6:30 P.M.**

CALL TO ORDER

Chairperson Larry Clark called the meeting to order at 6:40 p.m.

INVOCATION

Chairperson Larry Clark gave the invocation.

ROLL CALL

Larry Clark
Ron Holland
Cristy McCauley
Robert Martinez-Merlo
Karen Isbell

Chairperson
Vice-Chairperson
Secretary
Member
Member

And

Randy Richards
Jeannette Garcia
Mark Taylor

Building Official
Planning and Zoning Coordinator
Council Liaison

With

Kay Ivey, Member, absent with notice
Jeremy Blain, Member, absent with notice

APPROVAL OF MINUTES

1. Consideration of May 22, 2019 Regular Meeting of the Watauga Planning and Zoning Commission Meeting Minutes

Secretary Cristy McCauley made a motion to approve the minutes of the meeting of May 22, 2019 as written. Member Robert Martinez-Merlo seconded the motion with all members present voting aye.

PUBLIC HEARING

1. Planning and Zoning Case P-19-02: Consider an application for a Final Plat of 5705 North Park Drive, Lots 2R-1 and 2R-2, Block 2 , Northpark Village Addition of the J. Condra Survey Abstract No. 309, located on the north side of North Park

Drive west of Whitley Road and east of Denton Highway. The 1.65 acre lot, zoned GB (General Business), is proposed to be subdivided into 2 lots for future development. Pearson-Tyler II Inc., owner/applicant.

a. Open Public Hearing - allow for staff comments

Chairperson Larry Clark recessed the meeting and opened the public hearing at 6:42 p.m.

Building Official Randy Richards presented a summary on behalf of staff. Mr. Richards then introduced Christian Mosley.

b. Public Comments - None

c. Close Public Hearing

Chairperson Larry Clark closed public hearing P-19-02 and opened public hearing SUP-19-04 at 6:46 p.m.

2. Planning and Zoning Case SUP-19-04: Request for Specific Use Permit to operate a Residential Child Care business in the home at 5237 Cedar View Court, Block 6 Lot 4 of the Parkside Addition Pursuant to the Watauga Code of Ordinances, Article III, Section 22-80. The homeowner and applicant is Ms. Alicia Grant.

a. Open Public Hearing - allow for staff comments

Building Official Randy Richards presented a brief summary on behalf of staff and introduced applicant Alicia Grant.

b. Public Comments

Chairperson Larry Clark called those requesting to speak to come forward.

1. Neal Cooper 6921 Cheatham
2. Danielle Tucker 5952 Highcrest
3. Jan Hill 6444 Westridge

c. Close Public Hearing

Chairperson Larry Clark closed public hearing SUP-19-04 and reconvened the meeting at 6:59 p.m.

NEW BUSINESS

1. Discussion and action on Planning and Zoning Case No. SUP-19-04: Request for a Specific Use Permit to operate a Residential Child Care business in the home at 5237 Cedar View Court, Block 6 Lot 4 of the Parkside Addition - Pursuant to the Watauga Code of Ordinances, Article III, Section 22-80. The homeowner and applicant is Ms. Alicia Grant.

Secretary Cristy McCauley made a motion to accept the item as presented. Member Ron Holland seconded the motion, which passed as follows:

AYES: Martinez-Merlo, Holland, McCauley, Isbell

Agenda Page 5 of 11
NAYS: None

ABSENT: Ivey, Blain
ABSTAIN: Clark

- 2 Discussion and action on Planning and Zoning Case No. P-19-02: Proposed Final Plat of 5705 North Park Drive, Lots 2R-1 and 2R-2, Block 2 , Northpark Village Addition of the J. Condra Survey Abstract No. 309, located on the north side of North Park Drive west of Whitley Road and east of Denton Highway. The 1.65 acre lot, zoned GB (General Business), is proposed to be subdivided into 2 lots for future development. Pearson-Tyler II, Inc., owner/applicant.

Member Ron Holland made a motion to accept the agenda item as presented. Member Karen Isbell seconded the motion, which passed as follows:

AYES: Martinez-Merlo, Holland, McCauley, Isbell
NAYS: None
ABSENT: Ivey, Isbell
ABSTAIN: Clark

3. Report on Comprehensive Plan Update and Timeline by Planning & Zoning Liaison.

Planning and Zoning Liaison Cristy McCauley request that item be postponed to the next meeting. Member Robert Martinez-Merlo seconded the motion, which passed as follows:

AYES: Martinez-Merlo, Holland, McCauley, Isbell
NAYS: None
ABSENT: Ivey, Isbell
ABSTAIN: Clark

ADJOURNMENT

Chairperson Larry Clark advised the recommendations to the City Council will be submitted as approved for all cases.

With there being no further business to discuss, Chairperson Larry Clark adjourned the meeting at 7:06 p.m.

APPROVED: this the _____ day of _____, 2019.

SIGNED: this the _____ day of _____, 2019.

APPROVED: _____
Larry Clark, Chairperson

ATTEST: _____
Cristy McCauley, Secretary



AGENDA MEMORANDUM

DATE: September 3, 2019

TO: Planning and Zoning Commission Members

FROM: Randy Richards, Building Official
Paul Hackleman, P.E., CFM, Director of Public Works

SUBJECT: Discussion and action on selection of officers.

- a. Chairperson
- b. Vice-Chairperson
- c. Secretary

BACKGROUND/INFORMATION:

Article II.-Planning and Zoning Commission - Section 101-23 (e) Officers (1) Composition. The officers of the commission shall be a chairperson, vice-chairperson and secretary. (2) Membership; term. At its first meeting in September of each year, the membership of the commission shall determine by majority vote the chairperson, vice-chairperson and secretary. Those positions shall be for a period of one year, or until the first meeting after September 1 of the following year.

FINANCIAL IMPLICATIONS:

NA

RECOMMENDATION/ACTION DESIRED:

Respectfully recommend selection of officers.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. ARTICLE_II.___PLANNING_AND_ZONING_COMMISSION 091219

REVIEWED BY:

Randy Richards, Building Official
Paul Hackleman, P.E., CFM, Director of Public Works
Andrea Gardner, City Manager
Approved as to form for inclusion on Agenda

Approved - 9/13/2019
Approved - 9/13/2019
Final Approval - 9/13/2019

ARTICLE II. - PLANNING AND ZONING COMMISSION

Sec. 101-23. - Commission established.

- (a) *Authority.* The planning and zoning commission shall have no authority in the hiring or assignment of employees or volunteers for the city. The commission shall not have any authority in the activities or the establishment of salary ranges for such employees. Further, the commission and its members shall direct all communications concerning city officers and employees through the office of the city manager, and neither the commission nor its members shall instruct or direct any such officer or employee, either publicly or privately.
- (b) *Residency requirement.* Each member of the commission shall be a resident of the city, own real property in the city, and shall be a qualified registered voter for the city on the date of appointment to the commission, and shall continue to own real property and remain a resident and a qualified registered voter so long as they continue to serve on the commission.
- (c) *Members.*
 - (1) The planning and zoning commission shall consist of seven regular members. Places on the commission shall be numbered one through seven, with all members appointed for two-year terms to expire August 31. Members serving in odd-numbered places shall have their terms expire on each odd-numbered year, and members serving in even-numbered places shall have their terms expire on even-numbered years. The commission may submit to the mayor the names of those current members who are recommended for reappointment. An interview committee composed of three members of the city council shall be appointed by the mayor for a term of one year (October 1 through September 30) to interview applicants to fill vacancies on the commission. The mayor shall designate one of these three members as an "alternate." In the event the city council has a quorum of four members, all three members (including the alternate) shall serve in their capacity to interview applicants. In the event the city council has a quorum of three members, the alternate will not participate in the interviewing of applicants. However, the alternate shall serve in his or her capacity to interview applicants in the absence of one of the two other members. Members of the interview committee, individually, or as a group, shall submit the names of those recommended for appointment to the mayor. No person shall be recommended for appointment to the mayor by a member of the interview committee unless they have been interviewed by at least one member of the interview committee. The mayor may accept or reject the names submitted. The mayor, subject to the approval and consent of the city council in an open meeting, shall appoint members to the commission.
 - (2) The commission shall recommend to the mayor and city council removal of any member who is absent from two consecutive meetings without first notifying the chair or the city secretary's office by 12:00 noon of the meeting date and/or fails to exhibit a general interest in the endeavors of the commission. Two consecutive absences by a member, whether or not the member first notifies the chair or the city secretary's office by 12:00 noon of the meeting date, shall require a specific agenda item at the next regularly scheduled meeting to determine if the reasons for the absences are sufficient to be excused or constitute a failure to exhibit a general interest in the endeavors of the commission. Members serve at the pleasure of the city council and may be removed at the sole discretion of the council.
 - (3) The city council may, with or without cause, remove any member appointed to the commission. All vacancies in the membership that may occur on the commission may have a replacement recommended by the commission to the mayor, who may appoint the recommended individual or another individual, subject to the approval of the city council for the length of the unexpired term. If the mayor fails to make a recommended appointment to fill any vacancy within 60 days from the date of the vacancy or expiration, the city council may, by majority vote, make an appointment without the mayor's recommendation.
- (d) *Liaisons.* In addition to regular commission members, the commission shall have two members of the city council appointed by the mayor subject to the approval and consent of the city council to

serve as liaisons to the commission. The purpose of the liaisons is to provide guidance to the commission in matters pertaining to city administration and home rule charter affairs, and to provide interface with city staff, the city attorney, and the full city council in any matters that may arise. City council liaisons shall not have the right to vote in any matter before the commission, but shall have the right to fully participate in all discussion of matters that come before the commission. The appointment of liaisons by the mayor shall be at the second meeting in June of each year.

(e) *Officers.*

- (1) *Composition.* The officers of the commission shall be a chairperson or chair, a vice-chairperson and a secretary.
- (2) *Membership; term.* At its first meeting in September of each year, the membership of the commission shall determine by majority vote the chairperson, vice-chairperson and secretary. Those positions shall be for a period of one year, or until the first meeting after September 1 of the following year.
- (3) *Vacancies.* Vacancies that occur in office are to be filled as follows:
 - a. In the event of a vacancy or incapacity of the chairperson, the vice-chairperson shall become the chair for the unexpired portion of the term.
 - b. Vacancies that occur in the other offices shall be filled by special election for the unexpired term.
 - c. Vacancies occurring in any office shall be filled at the next meeting of the commission.
- (4) *Duties.* Duties of the officers shall be as follows:
 - a. *Chairperson.* The chairperson shall:
 1. Preside at all meetings.
 2. Represent the commission at public functions.
 3. Appoint special committees.
 4. Provide an agenda for each meeting, including any item requested by any other commission member, or by the director of the department with whom this commission directly interfaces. The agenda shall be provided to the city secretary no less than five working days prior to any meeting to provide proper posting notice in accordance with Texas Open Meeting Act, V.T.C.A., Government Code ch. 551.
 5. Schedule meetings of the commission, if other than the pre-established time, day, and/or week of the month.
 6. Vote only in case of a tie vote by the commission.
 - b. *Vice-chairperson.* The vice-chairperson shall assist the chairperson in directing the affairs of the commission and act in the chair's absence.
 - c. *Secretary.* The secretary shall:
 1. Be responsible for the accuracy of the minutes of the commission's meetings. A draft copy of those minutes will be provided to the city secretary within three working days following any meeting.
 2. Sign the approved minutes.

(f) *Service without compensation; donations and solicitation.*

- (1) All members of the commission shall serve without compensation.
- (2) The commission shall obtain authorization from the city council through its liaison prior to seeking any donations, engaging in any solicitations, or other fundraising activity. All other revenues derived from fundraising activities shall be deposited into the city's general fund and

utilized to support related activities as determined by the city council during budgeting process or review for all city departments. No debts of any kind or character shall be made or incurred by the commission or anyone acting on its behalf without the express authority of the city council.

- (g) *Meetings.* The commission shall hold meetings whenever necessary to effectively address matters brought before the commission. The meetings shall be determined and scheduled by the chairperson. A quorum shall consist of a majority of the regularly appointed members serving on the commission at that time. Council liaisons shall not be counted to constitute a quorum. The meetings shall be conducted under the requirements of Robert's Rules of Order as adopted by the city council with the chairperson presiding at each meeting or the vice-chairperson in the chairperson's absence. The secretary of the commission shall record the minutes of the proceedings of the meetings and shall submit the same to the city manager through the city secretary as previously described for inclusion in the monthly report from the city manager to the city council. All meetings shall be open to the public and shall be conducted in accordance with the Texas Open Meetings Act, V.T.C.A., Government Code ch. 551.
- (h) *Reports.*
 - (1) City departments are to furnish the commission with reports and services at the direction of the city manager or city council.
 - (2) The commission may receive reports, advice, and available services from the various city departments as required and directed by the city manager or his designated representative. The city staff will be available for advice and consultation, and shall cooperate with and render such services for the commission as shall be reasonably necessary for the operations of the commission.

(Code 2001, § 14.603; Code 2010, § 14.06.003; Ord. No. 1439, § III, 2-22-2010; Ord. No. 1542, § I, 1-27-2014; Ord. No. [1674](#), § I, 10-22-2018)

Secs. 101-24—101-49. - Reserved.



AGENDA MEMORANDUM

DATE: September 3, 2019

TO: Planning and Zoning Commission Members

FROM: Randy Richards, Building Official
Paul Hackleman, P.E., CFM, Director of Public Works

SUBJECT: Report on Comprehensive Plan Update and Timeline by Planning & Zoning Liaison.

BACKGROUND/INFORMATION:

This item was added at the request of Chairman Larry Clark.

The next meeting of the Workgroup is scheduled for September 24, 2019.

FINANCIAL IMPLICATIONS:

NA

RECOMMENDATION/ACTION DESIRED:

Respectfully recommend Planning & Zoning Commission liaison(s) provide update and timeline.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

None

REVIEWED BY:

Randy Richards, Building Official
Paul Hackleman, P.E., CFM, Director of Public Works
Andrea Gardner, City Manager
Approved as to form for inclusion on Agenda

Approved - 9/13/2019
Approved - 9/13/2019
Final Approval - 9/13/2019