WATAUGA
TEXAS

"A GREAT PLACE TO LIVE"

MINUTES
PLANNING AND ZONING COMMISSION
WEDNESDAY, AUGUST 19, 2020
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 6:39 p.m.

ROLL CALL

Larry Clark	Chairperson
Cristy McCauley	Vice-Chairperson
Karen Isbell, Secretary	Secretary
Kay Ivey	Member
Sharon Gehle	Member

And

Randy Richards	Building Official
Jeannette Garcia	Planning and Zoning Coordinator
Art Miner	Mayor

With

Ron Holland, absent
Robert Martinez-Merlo, absent with notice

PUBLIC TESTIMONY

Members of the public are invited and encouraged to attend all public meetings of the Planning and Zoning Commission that are not closed to the public in accordance with the Texas Open Meetings Act. It is the desire of the Planning and Zoning Commission that citizens actively participate in the City's governance system and processes. Public input to the Planning and Zoning Commission 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 Commission. 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.

No online or in person request were received.

APPROVAL OF MINUTES

1. Consideration of June 17, 2020 Workshop Meeting of the Watauga Planning and Zoning Commission Meeting Minutes

   Vice-Chairperson Cristy McCauley made a motion to approve the minutes of the workshop meeting of June 17, 2020. Member Kay Ivey seconded the motion with all members present voting aye.

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

2. Consideration of June 17, 2020 Regular Meeting of the Watauga Planning and Zoning Commission Meeting Minutes.

   Vice-Chairperson Cristy McCauley made a motion to approve the minutes of the workshop meeting of June 17, 2020. Member Sharon Gehle seconded the motion with all members present voting aye.

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

PUBLIC HEARING

1. Planning and Zoning Case Z. 20-02 with SUP: Consider request for a zoning change from General Business (GB) to Commercial (C) with a Specific Use Permit (SUP) for Frontier States Development Services, to allow a facility for the storage of ice and water for retail sale for individual or family use, at 6527 Watauga Rd. commonly known as 6531 Watauga Rd, being Lot 1 of the Regency Square Addition. The property is located west of Rufe Snow Drive. Tan B. Le, owner. Mark Sellers, applicant.

   a. Open Public Hearing allow for staff comments – Chairperson Larry Clark opened the public hearing at 6:45 p.m. Building Official Randy Richards introduced Mark Sellers, applicant, Frontier States Development Services to begin the public hearing with a brief overview of the request being made. The business will construct a 251 sq. ft. building with an additional 60 sq. ft. of customer approach under a front awning with bollards for customer safety. This will remove four (4) parking spaces at no effective loss to the shopping center. He also noted the Public Hearing notice was duly posted and published by the City Secretary's Office on July 31, 2020.

b. Public Comments – No public comment was received. Members of the Commission followed up with questions and comments of their own. Questions were asked by commission members Sharon Gehle, Cristy Mc Cauley and Chairperson Larry Clark. Member Gehle asked why trash cans were not included in the plans. Mr. Sellers advised when trash receptacles are available on site, littering appears to be worse. In other locations it has been observed that visitors will place un-needed bags over the bollards for someone else to use if and when needed. Chairperson Clark request that curb be included to match the retail strip in place rather than the use of bollards. Mr. Sellers advised that the building will be raised 1.5" off of the ground surrounded by the bollards. Official Randy Richards advised staff will work with Frontier States Development with regards to plans considering use of a curb or bollards.

c. Close Public Hearing – Chairperson Clark closed the public hearing and reconvene the regular meeting at 6:56 p.m.

NEW BUSINESS

1. Consideration and action on case Z. 20-02 with SUP: Request for a zoning change for Frontier States Development Services, from General Business (GB) to Commercial (C) with a Specific Use Permit (SUP) to allow a facility for the storage of ice and water for retail sale at 6527 Watauga Rd. commonly known as 6531 Watauga Rd., being Lot 1 of the Regency Square Addition.

   Public Comment was made by resident, Chuck Hubbard, 5948 Hillglen.

   Vice-Chairperson McCauley made a motion to approve the item as presented. Member Karen Isbell seconded the motion which passed as follows: Roll call vote was taken with all present voting aye.

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

   The recommendation for approval of Z.20-02 w/SUP will go to Council at the September 14, 2020 regular meeting.

2. Discuss and consider action to accept the Planning and Zoning Commission Rules of Procedures for members during meetings.

   Chairperson Larry Clark introduced the Rules of Procedures red-lined packet with members to allow corrections be noted.

   Additional items were included with regards to Standards of Conduct and use of Social Media. Attention was brought forth by Member Gehle to delete Sec. 4.06 –

Use of Social Media in its entirety. The three (3) other members chose for the section to remain. Mayor Miner reminded all of the importance of rules being in place for protection of all who serve.

Vice-Chairperson McCauley made a motion to approve taking of changes to the Rules of Procedure back to the Planning Coordinator for revisions as noted. Member Kay Ivey seconded the motion which passed as follows: Roll call vote was taken with all present voting aye.

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

3. Discussion and action of Members of the Commission with two consecutive absences requiring commission determination if reasons for absences are sufficient to be excused or constitute failure to exhibit a general interest in the endeavors of the commission.

Chairperson Larry Clark brought the item to the agenda for discussion. Article II. – PLANNING AND ZONING COMMISSION Sec. 101-23.-Commission established. (c) (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. Discussion was held with regards to recent commission member absences. Reminder was brought to attention that when a member misses two (2) consecutive meetings, an agenda item with specific names will be placed on the following regularly scheduled meeting agenda to determine the reasoning and if the absences are sufficient to be excused. Recently, the commission has had members who have been absent for two consecutive meetings. The member's absences were discussed and noted to excuse. Chairperson Larry Clark brought this item to the agenda for this particular reason as stated in City ordinance.

Vice-Chairperson McCauley made a motion to approve the item as presented. Member Kay Ivey seconded the motion which passed as follows: Roll call vote was taken with all present voting aye.

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

ADJOURNMENT

With there being no further business to discuss, Chairperson Larry Clark adjourned the meeting at 7:44 p.m.

APPROVED: this the 16th day of September, 2020.

SIGNED: this the 16th day of September, 2020

APPROVED: Larry Clark /s/
Larry Clark, Chairperson

ATTEST: Karen Isbell /s/
Karen Isbell, Secretary

NOTE: Original Audio Recording of this meeting is preserved and maintained by the City Secretary's Office.