



AGENDA
PLANNING AND ZONING COMMISSION
REGULAR MEETING
7105 WHITLEY ROAD, WATAUGA, TEXAS 76148
WEDNESDAY, SEPTEMBER 17, 2025
6:30 PM

CALL TO ORDER

ROLL CALL

ANNOUNCEMENTS

PRESENTATIONS

1. Oath of Office - Statement of Officer
Jeannette Garcia, Planner I

PUBLIC COMMENT This is an opportunity for citizens to address the Commission on items not posted on the current meeting agenda. Only those who have submitted a proper "Request to Speak Form" shall be permitted to speak. Citizens should provide their name and address for the record and will have no more than 3 minutes to speak. If representing an organization or group, the speaker should identify who they represent. Those wishing to speak are reminded 1). All comments are to be directed to the Commission. 2) Be respectful of others. 3) No profanity permitted. 4) Violators will be removed from the premises. No discussion by the Commission or Staff is allowed except to correct factual inaccuracies or request that the item be placed on a future agenda.

PUBLIC TESTIMONY FOR ACTION ITEMS This is an opportunity for citizens to address the Commission on current agenda action items (excludes presentations and reports). Only those persons who have submitted a proper "Request to Speak Form" will be allowed to speak. Citizens will be required to state their name and address for the record. They have up to 3 minutes to speak, and their comments must be germane to the item. If speaking for an organization or group, the speaker should identify the group represented. Commission members may ask questions or discuss the item with the citizens directly.

REPORTS

CONSENT AGENDA All the items on the consent agenda are considered to be self-explanatory by the Commission and will be enacted with one motion, one second, and one

vote. There will be no separate discussion of these items. Any member wishing to pull an item may do so.

1. Consider action to approve the meeting minutes of the October 16, 2024 regular meeting of the Planning and Zoning Commission.

PUBLIC HEARING

ACTION ITEMS

1. Discussion and action on selection of Chairperson, Vice-Chairperson and Secretary.
Jeannette Garcia, Planner I

ITEMS FOR FUTURE AGENDAS

ADJOURNMENT

Meeting Notices and Reservation of Rights The City Council/Board/Commission/Committee may retire to executive session any time between the meeting's opening and adjournment for the purpose of consultation with legal counsel pursuant to Chapter 551.071 of the Texas Government Code; discussion of personnel matters pursuant to Chapter 551.074 of the Texas Government Code if the requisite information is otherwise posted; deliberation regarding real property pursuant to Chapter 551.072 of the Texas Government Code; deliberation regarding economic development negotiations pursuant to Chapter 551.087 of the Texas Government Code; and/or deliberation regarding the deployment, or specific occasions for implementation of security personnel or devices pursuant to Chapter 551.076 of the Texas Government Code (as applicable) when determined necessary by the [City Council/Board/Commission/Committee] to address a subject matter on the agenda. Action, if any, will be taken in open session. Attendance by Other Elected or Appointed Officials: It is anticipated that members of other governmental bodies, and/or city council, boards, commissions and/or committees may attend the meeting in numbers that may constitute a quorum of the body, board, commission and/or committee. Notice is hereby given that the meeting, to the extent required by law, is also noticed as a possible meeting of the other body, board, commission and/or committee, whose members may be in attendance, if such numbers constitute a quorum. The members of the city council, boards, commissions and/or committees may be permitted to participate in discussions on the same items listed on the agenda which occur at the meeting, but no action will be taken by such in attendance unless such item and action is specifically provided for on an agenda for that city council, body, board, commission or committee subject to the Texas Open Meetings Act.

[PZA_LEGAL_INFO]
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, Linda Proskey, 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 September 9, 2025, before 6:00 p.m., in accordance with Chapter 551 of the Texas Government Code.

/S/ Linda Proskey
City Secretary





AGENDA MEMORANDUM

DATE: August 29, 2025
TO: Planning and Zoning Commission Members
FROM: Jeannette Garcia, Planner I
SUBJECT: Oath of Office - Statement of Officer

BACKGROUND/INFORMATION:

The Oath of Office will be given to the members of the Planning and Zoning Commission that have been appointed to serve this new term.

FINANCIAL IMPLICATIONS:

NA

RECOMMENDATION/ACTION DESIRED:

This item does not require a recommendation as it is a presentation/report.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

None

REVIEWED BY:

Paul Hackleman, Director of Public Works
Sandra Gibson, City Manager
Linda Proskey, City Secretary
Approved as to form for inclusion on Agenda

Approved - 9/2/2025
Approved - 9/9/2025
Final Approval - 9/9/2025



AGENDA MEMORANDUM

DATE: August 29, 2025
TO: Planning and Zoning Commission Members
FROM: Jeannette Garcia, Planner I
SUBJECT: Consider action to approve the meeting minutes of the October 16, 2024 regular meeting of the Planning and Zoning Commission.

BACKGROUND/INFORMATION:

This item contains meeting minutes from October 16, 2024 for Planning and Zoning review and approval.

FINANCIAL IMPLICATIONS:

NA

RECOMMENDATION/ACTION DESIRED:

Staff recommends the Planning and Zoning Commission review and approve the meeting minutes as presented.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. October 16, 2024 - Regular Meeting Minutes - DRAFT

REVIEWED BY:

Paul Hackleman, Director of Public Works
Sandra Gibson, City Manager
Linda Proskey, City Secretary
Approved as to form for inclusion on Agenda

Approved - 9/2/2025
Approved - 9/9/2025
Final Approval - 9/9/2025



“A GREAT PLACE TO LIVE”

**MINUTES
PLANNING AND ZONING COMMISSION
WEDNESDAY, OCTOBER 16, 2024
CITY HALL COUNCIL CHAMBER, 7105 WHITLEY ROAD
REGULAR MEETING
6:30 P.M.**

CALL TO ORDER

Vice-Chairperson Jillian Giles called the meeting to order at 6:33 p.m.

ROLL CALL

Sebastian Posada	Place 1, Member
Quincy Adams	Place 2, Secretary – Absent w/notice
Jillian Giles	Place 3, Vice-Chairperson
Kelly White	Place 4, Member
Darlene Chavious	Place 5, Member
Karen Isbell	Place 6, Chairperson – Absent w/notice
Sharon Gehle	Place 7, Member

And

Jan Hill	City Council Place 7 Liaison
Jeannette Garcia	Planner I
Art Miner	Mayor

PRESENTATIONS

Planning and Zoning Commission Annual Orientation, led by Mayor Miner and Planner Jeannette Garcia.

PUBLIC COMMENT

Vice-Chairperson Giles called for Public Comment, and there were no participants requesting to speak.

PUBLIC TESTIMONY FOR ACTION ITEMS

Vice-Chairperson Giles called for Public Testimony for action items, and there were no participants requesting to speak.

ANNOUNCEMENTS

CONSENT AGENDA

1. Consider action to approve the meeting minutes of August 21, 2024, Regular meeting of the Planning and Zoning Commission

Vice-Chairperson Giles entertained a motion. Member Gehle made a motion to approve August 21, 2024 minutes as presented and Member Posada seconded the motion.

With there being no discussion, Vice-Chairperson Giles called for a vote, with members present voting as follows:

AYES: Posada, Giles, White, Chavious, Gehle
NAYS: None
ABSENT: None
ABSTAIN: None

The motion carried 5-0-0-0.

ACTION ITEMS

1. Discussion and action on selection of Chairperson, Vice-Chairperson and Secretary.

- a. Vice-Chairperson Giles entertained a motion for selection of Chairperson. Member Gehle made a motion select Member Isbell as Chairperson and Member White seconded the motion.

With there being no discussion, Vice-Chairperson Giles called for a vote, with members present voting as follows:

AYES: Posada, Giles, White, Chavious, Gehle
NAYS: None
ABSENT: None
ABSTAIN: None

The motion carried 5-0-0-0.

- b. Vice-Chairperson Giles entertained a motion for selection of Vice-Chairperson. Member Gehle made a motion to select Member Giles as Vice-Chairperson and Member Posada seconded the motion.

With there being no discussion, Vice-Chairperson Giles called for a vote, with members present voting as follows:

AYES: Posada, Giles, White, Chavious, Gehle
NAYS: None
ABSENT: None
ABSTAIN: None

The motion carried 5-0-0-0.

- c. Vice-Chairperson Giles entertained a motion for selection of Secretary. Member Gehle made a motion to select Member Adams as Secretary and Member White seconded the motion.

With there being no discussion, Vice-Chairperson Giles called for a vote, with members present voting as follows:

AYES: Posada, Giles, White, Chavious, Gehle
NAYS: None
ABSENT: None
ABSTAIN: None

The motion carried 5-0-0-0.

ITEMS FOR FUTURE AGENDAS

Sebastian Posada	Place 1 - None
Quincy Adams	Place 2 – Absent
Jillian Giles	Place 3 – None
Kelly White	Place 4 - None
Darlene Chavious	Place 5 – None
Karen Isbell	Place 6 - Absent
Sharon Gehle	Place 7 – STR Rentals; Carports; Fence fees

ADJOURNMENT

With there being no further items to discuss, Vice-Chairperson Giles adjourned the meeting at 8:04 p.m.

APPROVED: this the _____ day of _____, 2025.

SIGNED: this the _____ day of _____, 2025.

APPROVED: _____
Karen Isbell, Chairperson

ATTEST: _____
Quincy Adams, Secretary

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



AGENDA MEMORANDUM

DATE: August 29, 2025
TO: Planning and Zoning Commission Members
FROM: Jeannette Garcia, Planner I
SUBJECT: Discussion and action on selection of Chairperson, Vice-Chairperson and 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 - Supp. 17

REVIEWED BY:

Paul Hackleman, Director of Public Works

Sandra Gibson, City Manager

Linda Proskey, City Secretary

Approved as to form for inclusion on Agenda

Approved - 9/2/2025

Approved - 9/9/2025

Final Approval - 9/9/2025

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 city council the names of those current members who are recommended for reappointment. 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; Ord. No. 2019-005, § VIII, 7-8-2019)

Secs. 101-24—101-49. Reserved.