

**THIS IS NOT A VERBATIM TRANSCRIPTION
CITY OF CLEBURNE
PLANNING AND ZONING COMMISSION
MINUTES OF THE MAY 18, 2020 MEETING**

The Planning and Zoning Commission (P&Z) of the City of Cleburne held a Public Hearing on Monday, May 18, 2020, at 6:30 p.m. in the Council Chambers of City Hall located at 10 N. Robinson.

City facilities are closed to the public in response to a health emergency. Cleburne Planning and Zoning Commission will conduct meetings by telephone conference in accordance with local, state and federal Orders to advance the public health goal of limiting face-to-face meetings (also called “social distancing”) to slow the spread of the Coronavirus (COVID-19). Therefore, there will be no public access to the location described above. An audio recording of the meeting will be made available on the city’s website.

COMMISSION MEMBERS PRESENT:

Dena Day – Chairwoman
Albert Archer, Sr. – Vice-Chairman
Summerly Sherlock
Robert Walker

Fritz Quast, City Attorney
Shane Pace, Executive Director of
Development Services
Danielle Castillo, Planning Manager
Colt Friedrich, Project Engineer

COMMISSION MEMBERS ABSENT:

Stephanie Philips

CITY STAFF ABSENT:

None

CITY STAFF PRESENT:

MEETING FORMAT:

Mr. Pace, Mrs. Castillo, and the rest of staff members present tuned into the meeting remotely. Chairwoman Day, Vice-Chairman Archer, Commissioner Sherlock, and Commissioner Walker also tuned into the meeting remotely.

CALL TO ORDER:

The meeting was called to order by Chairwoman Day at 6:40 p.m. It was established that a quorum was present.

CITIZEN COMMENTS:

There were no citizen comments at this meeting.

APPROVAL OF MINUTES:

The minutes of the May 11, 2020 Planning and Zoning Commission meeting were considered.

Commissioner Walker made a motion to approve the minutes of the May 11, 2020 meeting and the motion was seconded by Commissioner Sherlock. **The motion to approve the minutes carried by a vote of 4-0.**

SECTION I: ZONNING:

CONDUCT A PUBLIC HEARING TO CONSIDER A REQUEST TO REZONE ±0.1 ACRES FROM IH (INTERIM HOLDING DISTRICT) TO C3 (COMMERCIAL DISTRICT), LOCATED

AT 3445 W US HWY 67, AS REQUESTED BY THE TRUSTEES OF THE BPOE LODGE NO. 811, REPRESENTED BY MICHAEL ARTHURS, **CASE ZC20-002**

Mrs. Castillo presented the case and briefed the Commission on the request.

Vice-Chairman Archer questioned staff regarding the parking for the building.

Mrs. Castillo stated that there is additional parking on the property currently used by Elks Lodge, but for this rezoning request, the applicant is requesting to utilize the parking right in front of the building.

Chairwoman Day questioned Mrs. Castillo regarding the amount of parking spaces on the lot.

Mrs. Castillo stated that she will defer that question to the applicant.

Commissioner Walker stated that the application states this request is for leasing purposes, but there is a "For Sale" sign on the property.

Mrs. Castillo stated that the applicant can go into further detail on the purposed use of the building.

Chairwoman Day opened the public hearing.

The applicants, Keith Ledwig and Michael Arthurs, were present for the meeting.

Mr. Ledwig stated that there are approximately 3-4 parking spaces in front of the building. Mr. Ledwig also stated that the building is for lease only and not for sale.

Vice-Chairman Archer questioned the applicant regarding future expansion of the existing building.

Mr. Arthurs stated that there will be no expansion and the lease will strictly cover the building itself and the parking.

Vice-Chairman Archer questioned the applicant on the proposed use of the building.

Mr. Ledwig stated that there has been interest to open a tattoo parlor.

Mr. Arthurs stated that the proposed tenant is aware that a special use permit would be required to open a tattoo parlor. He stated that the purpose of this request is to rezone in order to lease out the building whether it be this tenant or another tenant.

Vice-Chairman Archer questioned staff if the public notices had mentioned it would be for a tattoo parlor and whether or not the surrounding property owners would have objected to the proposed use.

Mrs. Castillo stated that the request before the Commission this evening is for the C3 - Commercial District, which allows for a variety of uses.

Mrs. Castillo stated that if a tattoo parlor is proposed, a separate application for a Specific Use Permit (SUP) would be submitted and considered at that time.

Vice-Chairman Archer questioned staff if public notices would be resent stating the proposed use for a tattoo parlor.

Mrs. Castillo stated that given the size of the property being rezoned, staff sent out public notices to all property owners within a 300-foot radius, which is more than the minimum requirement per state law of a 200-foot radius.

Mrs. Castillo stated that should a specific use permit come forward for a tattoo parlor, public notices would be sent out for that request.

Vice-Chairman Archer questioned staff regarding expanding the public noticing requirement to more than the 200-foot radius.

City Attorney Fritz Quast stated that there is no harm in sending more notifications than required.

There being no questions or items for discussion, Chairwoman Day closed the public hearing and called for a motion. Commissioner Sherlock made a motion to approve the request as presented and Commissioner Walker seconded the motion. **The motion to approve carried by a vote of 4-0.**

SECTION II: OTHER BUSINESS:

Update on actions taken by the City Council at their last meeting on Planning and Zoning Cases:

- i. ZC20-001 – 805 Poindexter Avenue – SUP for a Car Wash
- ii. ZC20-003 – Remington Ridge PD – Applicant requested to table to the 06/23/2020 City Council meeting
- iii. ZC20-004 – 1509 E. Second Street – IH District to SF-4 District
- iv. ZC20-005 – 2042 E. Henderson Street – SUP for RV Sales

Mrs. Castillo briefed the Commission on actions taken by the City Council at the May 12, 2020 meeting on the above listed Planning and Zoning cases.

THERE BEING NO OTHER BUSINESS, THE MEETING WAS ADJOURNED AT 7:04 PM.