

**THIS IS NOT A VERBATIM TRANSCRIPTION
CITY OF CLEBURNE
PLANNING AND ZONING COMMISSION
MINUTES OF THE SEPTEMBER 27, 2021 MEETING**

The Planning and Zoning Commission (P&Z) of the City of Cleburne held a Public Hearing on Monday, September 27, 2021, at 6:30 p.m. in the Council Chambers of City Hall located at 10 N. Robinson. Planning and Zoning Commission meetings are open to the public with social distancing protocols in place.

COMMISSION MEMBERS PRESENT:

Dena Day – Chairwoman
Albert Archer, Sr. – Vice-Chairman
Chris Saunders
Vance Castles
Robert Walker
Sonny Albertson
Summerly Sherlock

CITY STAFF PRESENT:

Danielle Castillo, Planning Manager
David Jellen, Planner
Laura Melton, Asst. Director of Public Works
Colt Friedrich, Project Engineer
Lindsey Hale, City Attorney

CALL TO ORDER:

The meeting was called to order by Chairwoman Day at 6:37 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 September 13, 2021 Planning and Zoning Commission meeting were considered.

Commissioner Walker made a motion to approve the minutes of the September 13, 2021 meeting and the motion was seconded by Commissioner Saunders. **The motion to approve the minutes carried by a vote of 7-0.**

SECTION I: PLATTING:

CONSIDER THE PRELIMINARY PLAT OF RIVER RIDGE ADDITION, BEING ±314.501 ACRES, GENERALLY LOCATED WEST OF US HIGHWAY 67, NORTH OF WOODARD AVENUE AND EAST OF COUNTY ROAD 1227, AS REQUESTED BY LIONWOOD CLEBURNE, LLC, REPRESENTED BY BAIRD, HAMPTON & BROWN, INC., **CASE PC21-041**

Danielle Castillo, Planning Manager, presented the case and briefed the Commission on the request.

Commissioner Walker questioned the applicant regarding Lot 32X within the subject development.

The applicant, Shannon Nave, was present to brief the Commission on the request. He responded that the purpose of Lot 32X, as well as several other narrow lots within the development, was to provide trail access to the open space in the middle of the subdivision.

Vice-Chairman Archer questioned the applicant regarding the portion of the subject property within the floodplain that would not be reclaimed for development.

Mr. Nave responded that the remaining floodplain areas within the subject property would be maintained as open space.

Vice-Chairman Archer questioned the applicant regarding the existing vegetation.

Mr. Nave responded that the development would preserve as much of the existing vegetation as was possible.

Chairwoman Day questioned staff regarding detention within the development.

Mr. Friedrich responded that the applicant had submitted a drainage study showing that detention ponds would not be necessary for the development.

Vice-Chairman Archer questioned the applicant regarding the timing of the development.

Mr. Nave responded that 177 lots would be developed as part of the first phase, but that utilities would need to be extended prior to any development.

Commissioner Walker questioned the applicant regarding the proposed home sizes in the development.

Mr. Nave responded that he was not sure how large the homes would be within the development. He stated that there would be larger lots located near the floodplain areas and that he did not expect there to be starter homes within the development.

Commissioner Saunders questioned the applicant regarding the lots that would be subject to floodplain reclamation.

Mr. Nave responded that the fill and grading of the lots would likely be sufficient for construction.

Vice-Chairman Archer questioned staff regarding Woodard Avenue.

Mr. Friedrich responded that improvements would likely be made to Woodard Avenue.

There being no requirement for a public hearing and there being no other questions or items for discussion, Chairwoman Day called for a motion. Vice-Chairman Archer made a motion to approve the request with the following condition:

1. The waiver to Section 154.043(B) for proposed Block C and D along Overlook Terrace and proposed Block A and H along Parkside Place be approved as presented.

Commissioner Sherlock seconded the motion. **The motion to approve carried by a vote of 7-0.**

SECTION II: ZONING:

CONSIDER A REQUEST TO REZONE ±0.27 ACRES FROM M1 (LIGHT INDUSTRIAL DISTRICT) TO SF-4 (SINGLE-FAMILY DWELLING DISTRICT), LOCATED AT 415 ELMO

STREET, AS REQUESTED BY J & Z INVESTMENTS LLC, REPRESENTED BY ARGENIS JAMES, **CASE ZC21-018**

David Jellen, Planner, presented the case and briefed the Commission on the request.

Commissioner Walker questioned staff regarding the survey exhibit.

Mrs. Castillo responded that the specified area on the survey exhibit corresponded with an area that had been dedicated for future public right-of-way (ROW).

Commissioner Albertson questioned staff regarding the ROW dedication.

Mrs. Castillo explained that the area dedicated as public ROW would be for future road expansion.

Vice-Chairman Archer questioned staff regarding utility access to the subject property.

Mrs. Castillo responded that the subject property had access to City utilities.

Chairwoman Day opened the public hearing.

There being no other questions or items for discussion, Chairwoman Day closed the public hearing and called for a motion. Commissioner Albertson made a motion to approve the request as presented and Commissioner Walker seconded the motion. **The motion to approve carried by a vote of 7-0.**

CONSIDER A REQUEST TO REZONE ±42.99 ACRES FROM PD (PLANNED DEVELOPMENT DISTRICT) TO PD (PLANNED DEVELOPMENT DISTRICT), GENERALLY LOCATED NORTH OF 1601 EAST HENDERSON STREET, SOUTH OF COUNTY ROAD 805, AND WEST OF FERGASON ROAD, AS REQUESTED BY MKP & ASSOCIATES, REPRESENTED BY ADLAI PENNINGTON, **CASE ZC21-017**

Danielle Castillo, Planning Manager, presented the case and briefed the Commission on the request.

Chairwoman Day opened the public hearing.

The applicant, Adlai Pennington, was present to brief the Commission on the request.

Chairwoman Day questioned the applicant regarding the proposed amendment.

Mr. Pennington explained that the townhome lots were being replaced with single-family lots due to the lack of market support for the townhome product.

Vice-Chairman Archer expressed his support for having the density reduced within the development.

There being no other questions or items for discussion, Chairwoman Day closed the public hearing and called for a motion. Commissioner Castles made a motion to approve the request as presented and Commissioner Saunders seconded the motion. **The motion to approve carried by a vote of 7-0.**

SECTION III: OTHER BUSINESS:

CONSIDER ADOPTING GUIDELINES FOR SPEAKING DURING CITIZENS COMMENTS DURING PLANNING AND ZONING COMMISSION MEETINGS

Danielle Castillo, Planning Manager, presented the case and briefed the Commission on the request.

Commissioner Walker questioned staff regarding the time allotted for a citizen to address the Commission.

Mrs. Castillo responded that a citizen would be allowed to be given the time allotted to address the Commission during the Citizen Comment portion of the meeting in addition to any public hearing.

Commissioner Walker questioned staff regarding the timing of a citizen comment.

Mrs. Castillo responded that either staff would time the speaker or possibly including a timer on display during the meeting.

Vice-Chairman Archer questioned staff whether a citizen would be cut off in the middle of the comment.

Lindsey Hale, City Attorney, responded that the adopted time limit would be the rule for those wanting to comment during the meeting.

Mrs. Castillo stated that the Commission could approve up to a five (5) minute time allotment for each comment.

Chairwoman Day stated the importance of having it written that citizens would be allowed to address the Commission during both the Citizen Comment portion of the meeting in addition to any public hearing.

Mrs. Castillo stated that comment cards would continue to be distributed to citizens in attendance throughout each meeting.

Chairwoman Day stated that each citizen should be encouraged to fill out a comment card in order to make it easier to record their information.

Vice-Chairman Archer expressed his support for increasing the allotted speaking time to five (5) minutes.

Chairwoman Day questioned staff regarding providing more information about posted agenda items in the public notices sent out to property owners.

Mrs. Castillo stated that staff would work with the City Attorney to determine whether more information could be included in the property owner notices.

Commissioner Sherlock questioned staff regarding the citizen comment cards.

Mrs. Castillo responded that the citizen comment cards would be updated with more detailed instructions for addressing the Commission.

Vice-Chairman Archer questioned staff whether the guidelines for addressing the Commission could be incorporated into the PowerPoint presentation.

Mrs. Castillo stated that staff would work with the City Secretary to include the guidelines in the presentation.

There being no requirement for a public hearing and there being no other questions or items for discussion, Chairwoman Day made a motion to approve the request with the following conditions:

1. A citizen must provide a comment card to City Staff prior to the meeting or prior to speaking before the Commission; and
2. Citizens be allowed five (5) minutes to address the Commission.

Commissioner Walker seconded the motion. **The motion to approve with conditions carried by a vote of 7-0.**

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

- i. PC21- Homes MX2 Addition – Minor Replat
- ii. PC21-032 – Godley ISD School Site – Final Plat
- iii. ZC21-015 – 608 East Brown Street Rezone – M1 to SF-4
- iv. ZC21-013 – Meadowbrook PD Rezone

Mrs. Castillo briefed the Commission on actions taken by the City Council at the September 14, 2021 meeting on the above listed Planning and Zoning cases.

THERE BEING NO OTHER BUSINESS, THE MEETING WAS ADJOURNED AT 7:45 PM.