

**PLANNING AND ZONING COMMISSION  
REGULAR MEETING MINUTES  
August 6, 2009**

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**CALL TO ORDER**-The City of Springtown Planning and Zoning Commission was called to order by Sarah Cockburn at 6:30 p.m. in the Council Chambers of City Hall, located at 102 E. 2<sup>nd</sup> Street.

The following members were present:

Ann Hanes	Sarah Cockburn, Chairman
Barbara Huffer	Lora McGinty, Alternate
Randy Stukey	Darrell Mathis, Alternate
Bobby Randolph	

The following members were not present:

Walter Roberson

The following members of the City of Springtown were present:

Mark N. Krey, City Administrator  
Melvin Webb, Building Official  
Lisa Horton, Planning and Zoning Coordinator

**CITIZENS COMMENTS** – none

**CONSENT AGENDA**

1. **Consideration and/or action regarding approval of June 4, 2009 minutes.**

Lora McGinty made a motion to accept the June 4, 2009 minutes.

Ann Hanes seconded the motion.

Five (5) for            None (0) against

Motion carried

**PUBLIC HEARING:**

1. **Consideration in making a recommendation to City Council regarding an amendment to Chapter 14, Section 4 of the Springtown Code of Ordinances regarding an attendance policy for the Planning and Zoning Commission.**

Opened 6:35

Closed 6:36

**NEW BUSINESS:**

1. **Installation of new Planning and Zoning Commission members: Bobby Randolph-Place 1, Barbara Huffer-Place 3, Randy Stukey-Place 5, Lora McGinty-Alternate 1, and Darrell Mathis, Alternate 2.**

Mark Krey informed the Commission that City Council appointed member Bobby Randolph, Barbara Huffer, Randy Stukey, Lora McGinty, and Darrell Mathis in their regular July meeting. Each will serve a two year term, effective June 2009 through June 2011.

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**2. City Administrator will relay City Council expectations and requests to the Planning and Zoning Commission.**

Mark informed the Commission that Council has requested the chairman to attend regular council meetings if the agenda contains any recommendations from Planning and Zoning. The chairman will present the recommendation and be available to answer questions. Mark will check on training through NCTCOG for Darrell Mathis and Randy Stukey. Randy was unable to attend in 2008. Lisa informed Darrell, Randy, and Barbara they need to watch the Open Meetings Act dvd. It will be added to the next agenda. Mark stated the Commission should have a co-chairman in. Lisa will add the nomination of a co-chairman to the next agenda.

**3. Consideration and/or action to the amendment of the Planning and Zoning Commission attendance ordinance.**

Mark presented the ordinance drafted by Council to amend the Planning and Zoning Commission attendance ordinance. The ordinance states both members and alternate members are expected to attend meetings of the Planning and Zoning Commission. Any member or alternate who misses three or more meetings in a calendar year shall be deemed to have forfeited his or her position and the City Council shall appoint a person to fill the resulting vacancy.

Sarah suggested the Commission could recommend adding a phrase if the absence is excused, it would not be held against the member or alternate. An excused absence would be calling in to the Planning and Zoning Coordinator before the meeting to inform them of the absence. An unexcused absence would be not calling in at all.

Lora McGinty made a motion to recommend to Council approval of the ordinance with the verbiage of the excused/unexcused absences to be added.

Randy Stukey seconded the motion.

Five (5) for           None (0) against

**4. Consideration and/or action to make a recommendation to City Council regarding a Preliminary Plat showing Lots 1 and 2, Block 1, Bullion Addition, an addition to the City of Springtown, Parker County, Texas and being 0.67 acre situated in the Joseph Ward Survey, Abstract No. 1608, Parker County, Texas and being that same tract of land described by deed conveyed to Dennis et ux Theresa Bullion recorded in Volume 2668, Page 673, and Volume 2705, Page 847 Official Records, Parker County, Texas.**

Melvin explained to the Commission the Bullions requested this property to be zoned C1 last month. It was approved through Council in their regular July meeting to zone the property C1, but it has not been platted, so the Bullions are having the property platted into 2 lots. The building for their business is Lot 1 and Lot 2 is vacant at the present time.

Sarah asked Mr. Bullion what he planned to do with the second lot. He replied that he has no plans at the present time.

Lora McGinty made a motion to recommend approval to the City Council for the Preliminary Plat.

Ann Hanes seconded the motion.

Five (5) for           None (0) against

Motion carried

**ADJOURNMENT:**

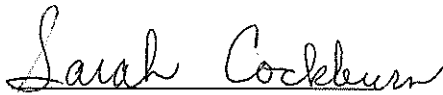
Ann Hanes made a motion to adjourn the meeting at 7:10 p.m.

Lora seconded the motion.

Five (5) for           None (0) against

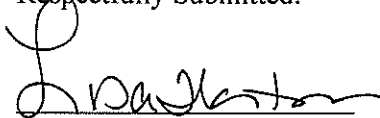
Meeting adjourned

Approved:



Sarah Cockburn  
Chairman

Respectfully Submitted:



Lisa Horton  
Planning and Zoning Coordinator