

**MINUTES
FAIRVIEW, TEXAS
PLANNING AND ZONING COMMISSION
THURSDAY, MAY 8, 2014**

The Planning and Zoning Commission met in regular session on Thursday, May 8, 2014 at 7:00 p.m. at 372 Town Place, Fairview, Texas. Commission members present were Pat Friend, Jim Rushing, Renee Powell, Matt Faulkner, Heather Hager, Bread Northcutt, and Debbie Flood. Staff members present were Planning Manager, Ken Schmidt; Town Secretary, Michelle Lewis Sirianni and Yolanda Wilson, Interim Town Secretary.

Chairman Northcutt called the meeting to order at 7:00 p.m. and declared a quorum was present.

- 1. Consider and take action regarding the minutes of the April 10, 2014 Planning and Zoning Commission meeting.**

Commissioner Powell made a motion to approve the minutes for the April 10, 2014 commission meeting. Commissioner Rushing seconded that motion and the motion was unanimously approved.

- 2. Conduct a public hearing, consider, and take any necessary action on a request made by 84 Acres Red Oak Trail LLC to rezone a 24.30± acres segment of land which is part of an 83.99± acres tract of land that is zoned Agricultural (AG) and is situated in the GB Pilant Survey, Abstract No. 691, and generally located at the eastern terminus of Red Oak Trail and north of the Montecito Estates #2 Addition, to the Two-Acre Ranch Estate (RE-2) Zoning District. (ZA2014-01)**

Chairman Brad Northcutt opened public hearing.

Mr. Schmidt stated that the applicant has requested to postpone the review of application. Letters will be mailed out to all residents involved as to when the public hearing will be held.

Commissioner Friend made a motion to postpone public hearing until the June regular meeting. Commissioner Faulkner seconded that motion and the motion was unanimously approved.

3. Conduct a public hearing, consider, and take any necessary action on an ordinance amending the town's Zoning Ordinance, specifically, Sec. 14.02.013: Landscaping, generally, in order to amend the town's requirements for the provision of landscaping for new development and redevelopment. (ZA2014-07)

Commissioner Northcutt opened public hearing then having no comments from the public, closed public hearing for comments from commission.

Mr. Schmidt stated that in certain instances there is not enough landscaping and this could be improved. Mr. Schmidt reviewed the proposed ordinance and why landscaping should be addressed and require landscape plans to ensure that those areas are addressed properly. There would be a requirement of 6 canopy tree planting on single family lots in the low-density area of town. There will be special provisions for a reduction of trees depending on drought conditions. During a more restrictive level of water usage due to drought conditions, there would be an escrow allowed to extend planting to a more appropriate time.

Commissioner Northcutt stated concerns about who would be responsible for setting up escrow accounts. Mr. Schmidt stated that each time someone applies for a building permit, a deposit occurs where a refund takes place. Mr. Schmidt stated escrow procedures can be outlined in a separate procedures that addresses the escrow.

Commissioner Northcutt recommended approval of the ordinance conditioned upon the adoption of an escrow policy. Commissioner Powell made a motion to recommended approval of the proposed ordinance. Commissioner Faulkner seconded the motion and the motion was unanimously approved.

4. Conduct a public hearing, consider, and take any necessary action on an ordinance amending the town's Zoning Ordinance, specifically, Art. 14.02, generally, in order to establish requirements for exterior building façade materials for institutional land uses and structures. (ZA2014-08)

Mr. Schmidt stated that there are very few regulations for non-residential uses outside of the CPDD. Mr. Schmidt recommended that the commission take a look at extending more formal architectural ordinances to institutional uses and to avoid substandard material for these structures. Mr. Schmidt listed unacceptable materials for these areas. Mr. Schmidt will adjust language for types of stones and those materials that are considered unacceptable..

Commissioner Northcutt opened and then closed the public hearing having no comments from the public.

Commission Powell stated concerns about percentage of usage of brick and quality of the type of masonry to the structure. Mr. Schmidt stated currently there is a need to address this so every building will not be too similar but offer a variety in material. There are no regulations currently that address metal buildings.

Commissioner Powell made a motion to recommend approval of an ordinance establishing requirements for exterior building façade materials for institutional land uses and structures. Commissioner Hager seconded the motion and the motion was unanimously approved.

- 5. Continue a public hearing, consider, and take any necessary action on an ordinance amending the town's Zoning Ordinance, specifically, Sec. 14.02.011: Maximum building height and minimum setbacks for accessory buildings and Sec. 14.02.514: Use regulations, generally, in order to amend the town's policy on the timing of construction for accessory buildings. (ZA2014-05)**

Mr. Schmidt stated that the applicant has requested to postpone until the commissioner's June meeting. Mr. Schmidt requested the commission to keep the public hearing open until the next regular scheduled meeting.

Commissioner Northcutt opened the public hearing. No comments were made.

Commissioner Powell made a motion to continue public hearing. Commissioner Rushing seconded the motion and the motion was unanimously approved.

- 6. Conduct a public hearing, consider, and take any necessary action on a request for approval of a Conditional Use Permit in order to allow for the construction of an accessory building on a property that is zoned Two-Acre**

Ranch Estate (RE-2) and is specifically located at 3410 Orr Road, being an 8.55 acre tract in the Calvin Boles Survey, Abstract No. 28. (ZA2014-06)

Mr. Schmidt stated applicant has requested to postpone review of application to allow more time for additional information.

Commissioner Northcutt opened then closed public hearing, there being no comments from the public.

Commissioner Friend made a motion to continue a public hearing until the next meeting for a request for approval of a Conditional Use Permit in order to allow for the construction of an accessory building on a property that is zoned Two-Acre Ranch Estate (RE-2) and is specifically located at 3410 Orr Road.

Commissioner Rushing seconded the motion and the motion was unanimously approved.

7. Receive a report from staff on the status of recent planning cases.

There were no planning cases at this time.

8. Discuss schedule for upcoming planning and zoning commission meetings.

Mr. Schmidt stated that items to be discussed will be the Update for the Comprehensive Plan to be covered on May 27 during the Joint Meeting. There will be a work session on the Commercial Planned Development District during the June 5 work session.

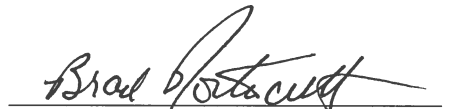
Mr. Schmidt stated that this will be Michelle Sirianni, Town Secretary last P&Z Meeting as she is relocating to Virginia. Mr. Schmidt thanked Mr. Sirianni for her assistance throughout the years they have worked together and expressed how helpful she has been with assisting him with P&Z items. Yolanda Wilson, Interim Town Secretary will be filling in on a temporary basis.

9. Adjourn.

Chairman Northcutt adjourned the commission from the meeting at 7:36 p.m.

Respectfully submitted,


Yolanda M. Wilson
Interim Town Secretary
Commission


Brad Northcutt, Chairman
Planning and Zoning

