

## AGENDA

Planning & Zoning  
Commission Meeting  
August 1, 2016  
6:00 p.m. - City Hall  
501 Sheppard Road  
Burkburnett, Texas 76354

**Item 1.** Call meeting to order.

**Item 2.** Discuss and take any action necessary on approval of the minutes from June 6, 2016.

**Item 3.** Chair to close regular meeting and open “Public Hearing” for the following Case:

- A. Case #2016-29, re-zone application for the 1100 Blk. of Cheryl Dr., block rezoned as a carport overlay district.

**Item 4.** Chair to close “Public Hearing” and re-open the regular meeting.

**Item 5.** Discuss and take any action necessary on the following Case:

- A. A. Case #2016-29, re-zone application for the 1100 Blk. of Cheryl Dr., block rezoned as a carport overlay district.

**Item 6.** Adjournment.

I, Janelle Dolan, City Clerk for the City of Burkburnett, Texas do certify that I posted this agenda on the front door of the City Hall facing the outside at 10:00 a.m. on July 29, 2016 in compliance with the Open Meeting Act Chapter 551.



Janelle Dolan, City Clerk

Posted 7/29/16 @ 10:00 am

This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodation or interpretive services must be made 48 hours prior to this meeting. Please contact the City Clerk's office at (940) 569-2263 for further information

**MINUTES**  
**PLANNING AND ZONING COMMISSION**

The Planning and Zoning Commission of the City of Burkburnett, Texas met in a regular called meeting on June 6, 2016 at 6:00 p.m. in the Council Chambers of the City Hall, 501 Sheppard Road, Burkburnett, Texas. The meeting was open to the public with notice being given in compliance with the Open Meeting Act. The following Commission members were present:

Tim Cornelius	Chairperson
John Erickson	Commissioner
Aaron King	Commissioner
Howard Locklin	Commissioner
Carla Walters	Commissioner

Others present: Gordon Smith, Director of Public Works and Janelle Dolan, City Clerk.

Item 1. Chairperson Tim Cornelius called the meeting to order.

Item 2. Motion was made by Commissioner Erickson seconded by Commissioner Walters to approve the minutes from May 2, 2016 Regular meeting and May 13, 2016 Special Called Meeting. Motion carried unanimously.

Commissioner Locklin arrived at 6:05 pm.

Item 3. Gordon Smith, Director of Public Works, addressed the Commissioners and stated that Burkburnett Independent School District 2016 Capital Improvement plan includes adding a classroom addition to the east end of the main building and a locker room addition to the north side of the main gym. The construction plan also outlines eight (8) new tennis courts to be constructed north of the gym.

Motion was made by Commissioner King, seconded by Commissioner Erickson to approve the site plan for Burkburnett Independent School District High School. Motion carried unanimously.

Item 3. Chair Tim Cornelius closed the regular meeting at 6:07 p.m. and opened the Public Hearing for the following Cases:

- A. Review and make recommendation regarding the following text in Zoning Ordinance Number 589, Section 8.2.A-“ There is created, in accordance with Chapter 211 of the Texas Local Government code, and established by Ordinance #589 of the City of Burkburnett, the “Planning and Zoning Commission” , hereafter sometimes referred as the “Commission”, which shall consist of five (5) regular members and two (2) alternate members, who are resident citizens, taxpayers and qualified voters of the City of Burkburnett.

The alternate members shall act and serve as members of the Commission when a regular member(s) is absent or is otherwise unable to serve. Choice of the alternate member to serve at a particular meeting of the Planning and Zoning Commission shall be on an alternating basis such that both alternates have equal opportunities to serve; and

- B. Review and make recommendation regarding the following text in Zoning Ordinance Number 589, Section 8.3-A.1. Quorum – A quorum shall consist of four (4) members of the Commission, and any issue to be voted upon shall be resolved by four (4) of those members present.

Gordon Smith, Director of Public Works, addressed the Commissioners and stated the Board of Commissioners provided direction to staff to prepare an amendment to the Zoning ordinance, Planning & Zoning Commission board rules, by adding two alternate member positions and also clarifying the number of members needed for a quorum.

City Attorney drafted Ordinance Number 898 with the requested outlined changes.

The public notice publication requirement required by the zoning ordinance was published in the local paper as required by the ordinance.

Item 4. Chair Tim Cornelius closed the Public Hearing at 6:17 p.m. and opened the regular meeting.

Item 5. Consider and act upon the following Cases:

- A. Review and make recommendation regarding the following text in Zoning Ordinance Number 589, Section 8.2.A-“ There is created, in accordance with Chapter 211 of the Texas Local Government code, and established by Ordinance #589 of the City of Burkburnett, the “Planning and Zoning Commission” , hereafter sometimes referred as the “Commission”, which shall consist of five (5) regular members and two (2) alternate members, who are resident citizens, taxpayers and qualified voters of the City of Burkburnett. The alternate members shall act and serve as members of the Commission when a regular member(s) is absent or is otherwise unable to serve. Choice of the alternate member to serve at a particular meeting of the Planning and Zoning Commission shall be on an alternating basis such that both alternates have equal opportunities to serve; and
- B. Review and make recommendation regarding the following text in Zoning Ordinance Number 589, Section 8.3-A.1. Quorum – A quorum shall consist of four (4) members of the Commission, and any issue to be voted upon shall be resolved by four (4) of those members present.

Motion was made by Commissioner Locklin seconded by Commissioner Erickson to approve the new section in Zoning Ordinance Number 589, Section 8.2.A-as presented:

“There is created, in accordance with Chapter 211 of the Texas Local Government code, and established by Ordinance #589 of the City of Burkburnett, the “Planning and Zoning Commission” , hereafter sometimes referred as the “Commission”, which shall consist of five (5) regular members and two (2) alternate members, who are resident citizens, taxpayers and qualified voters of the City of Burkburnett. The alternate members shall act and serve as members of the Commission when a regular member(s) is absent or is otherwise unable to serve. Choice of the alternate member to serve at a particular meeting of the Planning and Zoning Commission shall be on an alternating basis such that both alternates have equal opportunities to serve. Motion carried unanimously.

Motion made by Commissioner King and seconded by Commissioner Walters to approve the new section in Zoning Ordinance Number 589, Section 8.3-A.1. as presented: Quorum – A quorum shall consist of four (4) members of the Commission, and any issue to be voted upon shall be resolved by four (4) of those members present. Motion carried unanimously.

Item 6. There being no further business the meeting was adjourned.

---

Tim Cornelius, Chair

ATTEST:

---

Gordon Smith, Director of Public Works

CITY OF BURKBURNETT  
REZONING APPLICATION

OFFICE USE:

CASE NO. 2016-29

FEE PAID \$150.00

PROPERTY ADDRESS: 1111 CHERYL DR

LEGAL DESCRIPTION: 18 2 ASHTON  
LOT(S) BLOCK SECTION SUBDIVISION

AREA IN ACRES \_\_\_\_\_

PRESENT ZONING CLASSIFICATION SF6 PROPOSED ZONING SF6 W/CARPORT OVERLAY

PRESENT USE SINGLE FAMILY 6

PROPOSED USE CARPORT OVERLAY DISTRICT ADDED

REASON FOR REQUEST TO BUILD A CARPORT TO PROTECT VEHICLES

NAME OF APPLICANT RICKIE PIKE

ADDRESS 1111 CHERYL DR.

PHONE # \_\_\_\_\_

I hereby certify that all information contained herein is true and correct, and that all required submissions (see reverse) have been submitted.

SIGNATURE OF APPLICANT RICKIE LEE PIKE DATE 6-24-2016

SIGNATURE OF PROPERTY OWNER Rickie Lee Pike DATE 6-24-2016

NOTE: SEE REVERSE SIDE FOR INSTRUCTIONS  
Attach PUD application for a Planned Unit Development

PERMIT (To be completed by the Planning Department)

The rezoning request is hereby approved based on Ord. No. \_\_\_\_\_

The rezoning request is hereby disapproved by City Council on \_\_\_\_\_

\_\_\_\_\_  
Director of Planning