MINUTES
PLANNING AND ZONING COMMISSION

The Planning and Zoning Commission of the City of Burkburnett, Texas, met in a Regular Meeting on April 2, 2024, at 6:00 p.m. at the Chamber Room at City Hall, 501 Sheppard Road, Burkburnett, Texas. The meeting was open to the public with notice given in compliance with the Open Meetings Act. The following Commission members were present:

Susie Hill          Chairperson
Mark Barefield    Vice-Chairperson
Frank Ducos       Commissioner
Miriam Torres     Commissioner
Jodi Paul         Alternate Commissioner

Commissioner Carla Walters was not present
Melinda Dyer, Developmental Services Director, was also present.

ITEM 1. CALL MEETING TO ORDER
Chairperson Hill called the meeting to order on April 2, 2024, at 6:00 pm at the Chamber Room at City Hall.

ITEM 2. CONSENT AGENDA
Commissioner Torres made a motion to approve the meeting minutes, seconded by Commissioner Barefield, to approve the Consent Agenda. The motion carried unanimously.

ITEM 3. PERSONAL/AUDIENCE COMMENTS
There were no public comments.

ITEM 4. PUBLIC HEARING: Chairperson Hill closed the Regular Meeting and opened the Public Hearing to discuss the following cases:

A.  Case 2024-02: Request for a Specific Use Permit for 7464 Roller Road to allow for an accessory dwelling unit.
B.  Case 2024-03: Request for a Specific Use Permit for 407 East Third Street to allow for climate-controlled and self-storage units.
C.  Amend Zoning Ordinance Number 589 to allow for Mixed-Use Development within the Commercial Business District.

The petitioner was not present due to health issue. Melinda Dyer, Developmental Services Director, addressed Commissioners with her comments regarding case 2024-02.
The petitioner and Melinda Dyer, Developmental Services Director addressed the Commissioners with their comments regarding case 2024-03.

Melinda Dyer, Developmental Services Director, addressed the Commissioners with her comments regarding the Amendment of Zoning Ordinance Number 589

**ITEM 5. REGULAR MEETING:** Chairperson Hill closed the Public Hearing and reopened the Regular Meeting to discuss and take any actions concerning the following cases:

A. Case 2024-02: Request for a Specific Use Permit for 7464 Roller Road to allow for an accessory dwelling unit. Vice-Chairperson Barefield made a motion to approve with the understanding that no for-profit business will be put into it for short-term or long-term rental or leasing, seconded by Commissioner Ducos. The motion carried unanimously.

B. Case 2024-03: Request for a Specific Use Permit for 407 East Third Street to allow for climate-controlled and self-storage units. Chairperson Hill Closed the Regular Meeting and moved to the Executive Session. Chairperson Hill called the Executive Session to order. Chairperson Hill reopened the Regular Meeting

Commissioner Barefield motioned to deny the recommendation to the Board of Commissioners for the rezoning request because it is inconsistent with the Downtown Master Plan and the Comprehensive Plan. Second by Commissioner Ducos. Motion carried unanimously.

C. Amend Zoning Ordinance Number 589 to allow for Mixed-Use Development within the Commercial Business District. The motion was made to approve the zoning ordinance change to allow for Mixed-Use Development by Commissioner Ducos and Second by Commissioner Torres. Motion carried unanimously.

**ITEM 6.** Discuss and take any action necessary regarding:

Case 2024-04: Request for site plan approval for property located at 720 East Third Street, Burk Burnett, Texas. Barefield made a motion to approve with the understanding that the applicants will provide a revised drawing indicating the location of the trash receptacles and method used for disposal and site curbing details with the revised site plan indicating the location of the ADA-compliant parking spaces and that site plan approval is subject to the Zoning Board of Appeals granting variances. Seconded by Paul. Motion carried unanimously.

**ITEM 6. DEVELOPMENTAL SERVICES DIRECTOR COMMENTS**

Melinda Dyer, Developmental Services Director discuss the change of meeting date, to start in the month of May. Second Tuesday of each month at 6:00 p.m.

**ITEM 7. COMMISSIONERS' COMMENTS**

Brief discussion amongst the board concerning Roberts Rule for parliamentary procedure.
ITEM 8. ADJOURNMENT

With no further business, Chairperson Hill adjourned the meeting at 6:48 p.m. The next meeting of the Planning and Zoning Commission is on Monday 14, 2024, at 6:00 p.m.

ATTEST:

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Susie Hill, Chairperson

Melinda Dyer, Developmental Services Director