MINUTES
PLANNING AND ZONING COMMISSION

The Planning and Zoning Commission of the City of Burkburnett, Texas, met in a Regular Meeting on May 13, 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
- Frank Ducos, Commissioner
- Miriam Torres, Commissioner
- Carla Walters, Commissioner
- Justin Houston, Alternate Commissioner

Vice-Commissioner Mark Barefield was absent.
Melinda Dyer, Developmental Services Director, was also present.

ITEM 1. CALL MEETING TO ORDER
Chairperson Hill called the meeting to order on May 13, 2024, at 6:00 pm at City Hall in the Chamber Room at City Hall.

ITEM 2. CONSENT AGENDA
Chairman Hill stated the approval of minutes was deferred to the June 2024 meeting.

ITEM 3. PERSONAL/AUDIENCE COMMENTS
Several citizens were present who expressed their concerns regarding the rezoning of 906 West Kramer, citing safety concerns and the facility's current maintenance.

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

A. Case 2024-05: Rezoning request for 906 West Kramer Road, Burkburnett, Texas, from commercial business to multi-family zoning.
B. Amend Zoning Ordinance Number 589 to include Smoke/Vape/CBD store regulations.
C. Amend Zoning Ordinance Number 589 to allow for residential temporary occupancy in travel trailers and/or recreational vehicles.

Applicant representative and Melinda Dyer, Developmental Services Director, addressed Commissioners with her comments regarding case 2024-05.

Melinda Dyer, Developmental Services Director, addressed the Commissioners with staff comments regarding smoke/vape/CBD store regulations.
Melinda Dyer, Developmental Services Director, addressed the Commissioners with staff comments regarding short-term temporary occupancy travel trailers and/or recreational vehicles.

**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. Chairperson Hill asked for a motion. Commissioner Ducos made a motion to recommend approval of the rezoning from commercial business to multi-family, seconded by Chairperson Hill. Voice vote: Ducos – Aye, Walters – Nay, Houston – Aye, Hill – Aye, Torres -Abstained.

B. Chairperson Hill stated that this item would be deferred for additional discussion at a work-study.

C. Chairperson Hill asked for a motion. The motion was made to recommend to the Board of Commissioners to approve for up to 30 days with an extension of up to 90 days. In a specific emergency situation, the ZBA should be allowed to grant additional time up to an additional 90, a permit required not to be parked on the street, and property utility connections must be inspected by the city; the unit must be within the minimum building setbacks for the zoning district and that the unit must be roadworthy. Motion: Walters, Second: Ducos. Voice vote: Ducos – Aye, Walters - Aye, Houston – Aye, Hill – Aye, Torres -Aye.

**ITEM 6.** Discuss and take any action necessary regarding:
Plat Approval for Lot 2-A, Block 1, Joy Springs Addition, Section 2.


**ITEM 7.** Discuss and take any action necessary regarding:
Plat approval for Lot 3-A, Block 1, Joy Springs Addition, Section 2.


**ITEM 6. DEVELOPMENTAL SERVICES DIRECTOR COMMENTS**
Melinda Dyer, Developmental Services Services Director, discussed changing the meeting date to the second Tuesday of each month beginning in June at 6:00 p.m.

**ITEM 7. COMMISSIONERS' COMMENTS**
Brief discussion amongst the board concerning Roberts's Rule of parliamentary procedure.

**ITEM 8. ADJOURNMENT**

Minutes May 13, 2024
With no further business, Chairperson Hill adjourned the meeting at 6:54 p.m. The next meeting of the Planning and Zoning Commission is on June 11, 2024, at 6:00 p.m.

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Susie Hill, Chairperson

ATTEST:

Melinda Dyer, Developmental Services Director