

**MINUTES  
PLANNING AND ZONING COMMISSION**

**Thursday, October 10th, 2019**

Aledo Community Center  
104 Robinson Court  
Aledo, Texas 76008

**A. CALL TO ORDER:**

Meeting called to order at 6:04 PM.

Staff/P&Z Commission members present –  
Gretchen Vazquez, Director of Public Works, City of Aledo  
Christian Pearson, Commission Vice-Chairman  
Evan McGuire, Commission Member  
Nick Stanley, Commission Member

Others present-

Ms. Alicia Kubena, Applicant's Representative, Kubena Insurance Agency  
Mr. Tyler Kunkel, Owner, Salt and Light Creek Addition

1. Invocation  
Invocation was given by Board member Nick Stanley.
2. Pledge of Allegiance  
The Pledge of Allegiance was led by Board member Christian Pearson.
3. Quorum Check  
A quorum was present at this meeting with Board members Evan McGuire, Nick Stanley, and Christian Pearson in attendance.

**B. CONSENT AGENDA**

1. Consideration and/or action regarding approval of minutes of the August 8, 2019, regular meeting.

Commission Vice-Chairman Christian Pearson asked for a motion to approve the minutes of the August 8, 2019, regular meeting.

Commission member Nick Stanley indicated that the last Planning and Zoning meeting was a little contentious regarding the metal covered parking. Mr. Stanley felt like the meeting minutes didn't really capture his sentiment to the City Council concerning the metal covered parking. He stated that he had mentioned this to Deana McMullen, City Secretary in an email.

Mr. Stanley also stated that the Planning and Zoning Commission's job is to make a recommendation to the City Council. He requested that city staff try to make a really good effort to make sure that the Planning and Zoning Commission's

sentiment and recommendations are captured in the minutes. Mr. Stanley indicated that when he reviewed the minutes, he felt like the minutes didn't really exactly reflect the objections that he had concerning the metal covered parking. He believed the meeting minutes missed something.

Gretchen Vazquez stated that if the Planning and Zoning Members wanted to make changes to the August 8<sup>th</sup> minutes they could do so prior to approving the minutes.

Mr. Stanley pointed out that his sentiment was that he was not willing to grant a variance to the metal structure or covered awning. Mr. Stanley wanted to make sure that the building structures were attached garages not metal covered awnings for covered parking. Mr. Stanley wanted to make sure the minutes reflected the Planning and Zoning Commission's vote to make a recommendation to City Council to stick to city code and not to allow a variance for a metal covered parking structure. Mr. Stanley stated that when City Council made the decision to put in place that city code, the code should be followed as such. Mr. Stanley stated that the minutes are the only way for the Planning and Zoning Commission to communicate directly with the City Council so the minutes need to accurately reflect the Planning and Zoning Commission discussions. Mr. Stanley reiterated that he was not willing to approve a variance to the developer to build the duplexes with a metal covered parking instead of abiding by the current code.

There was some discussion about the City Council members reading the minutes. Commission Vice-Chairman Christian Pearson suggested creating some type of bullet point minutes. Commission member Nick Stanley agreed with Mr. Pearson about creating a bullet point, summary, or some concise way of presenting minutes to clearly show what was approved, so that it is crystal clear to the Council what was discussed even if they do not go through the entire minutes.

Ms. Vazquez asked again if any of the Planning and Zoning members wanted to make changes to the August 8<sup>th</sup> minutes. Ms. Vazquez indicated that this request had gone to City Council after being considered at the Planning and Zoning meeting. Ms. Vazquez also stated that the developer provided the Council with an overview of the project at the City Council meeting. Board members decided not to make any changes to the meeting minutes.

Commission member Nick Stanley made a motion to approve the August 8<sup>th</sup>, 2019 minutes, but requested that any future minutes capture and reflect clearly what is being considered.

Commission member Evan McGuire wanted to know if this was the P&Z agenda item that the Planning and Zoning Members initially did not pass.

Ms. Vazquez explained that this agenda item was the one with the two variances as presented, which did not carry at first. The variances requested by the applicant were:

1. Parking Spaces: One (1) covered and one (1) open space per dwelling unit.
2. Minimum lot depth from 72.95' to 160.59'.

No board members seconded the motion so it did not carry. The Planning and Zoning Commission had to then make a new motion. The amended motion was to approve the request without the metal covered awnings for covered parking and to allow for a variance on the minimum lot depth of 72.95' to 160.59'.

Commission Member Evan McGuire said that that was what he was looking for in the minutes – the amended motion because minutes read or went from *motion did not carry* to *motion passed*.

Commission Member Nick Stanley again made a motion to approve the August 8<sup>th</sup>, 2019 minutes as-is for this time, but requested that future minutes capture and reflect clearly what is being considered so that Council can make the appropriate decisions based on what was talked about at the P&Z meeting. The motion was seconded by Commission member Evan McGuire.

**Motion passed 3-0**

**C. CITIZEN APPEARANCES**

NONE

**D. REGULAR BUSINESS**

1. Consider a request to rezone a portion of Lot 19 and 20, Block 22, and a portion of a twenty foot (20') alley in the Original Town of Aledo, Parker County, Texas, located at 208 S. FM 1187.

**THIS ITEM REQUIRED A PUBLIC HEARING.**

Gretchen Vazquez stated that the property located at 208 S. FM 1187 had a split zoning classification. Ms. Vazquez showed the Board members the location of the property on the zoning map. The front of the property was zoned (DB) Downtown Business District. The southern half, back, of the property was zoned (R-1) Single Family Residential District.

Ms. Vazquez stated that the owner was requesting the entire property be zoned (DB) Downtown Business District which would permit the property to be used for

Professional or General Administrative Offices. The proposed use is an insurance agency.

Ms. Vazquez stated that the property to the west and south were zoned (DB) Downtown Business District. The (DB) Downtown Business District zoning now wraps around the property.

Notice of Public Hearing was mailed and published. The property owner list was included in the Planning and Zoning package. Ms. Vazquez stated that staff did not get any objections. There was only one property owner from the list that called to inquire about the request. Ms. Vazquez stated that the property owner wanted to verify the location and that he was in favor of the request. The property owner who called was JAJE Management, LP. One letter was returned to the sender (City of Aledo) – Rogers's Milestone Properties, LLC.

Ms. Vazquez also stated that the applicant's representative was in attendance and could answer any questions.

Commission Vice-Chairman Christian Pearson asked if the property had been lived in, recently. Alicia Kubena, applicant's representative, stated that there was a commercial business in that location previously. The name of the business was The Complete Backyard. Ms. Kubena stated that the paper work for the real estate showed commercial not a home.

Commission member Nick Stanley asked what kind of insurance company was being proposed. Ms. Kubena stated that it was an insurance agency that deals with everything about health. Ms. Kubena explained that her mom has had an insurance agency since 1982 in west Texas and that she and another real estate agent wanted to move into this new location. Mr. Stanley indicated that he thought this was a good use of the property.

Ms. Vazquez stated that an insurance agency would be considered a Professional or General Administrative Office and that type of use is permitted in the Downtown Business District.

Commission Vice-Chairman Christian Pearson opened the public hearing at 6:16 PM and closed the public hearing at 6:16 PM.

Commission member Nick Stanley made a motion to recommend approval of (DB) Downtown Business District zoning for the entire property. Commission member Evan McGuire seconded the motion.

**Motion passed 3-0**

Gretchen Vazquez stated that this matter was to be considered by the City Council @ 7:00 P.M. on October 24<sup>th</sup>, 2019 in the Aledo Community Center located at 104 Robinson Court, Aledo, Texas.

2. Consider the Final Plat of Lots 1 and 2, Block 1, Salt & Light Creek Addition, being a 6.495 acres located in the R. Eddleman Survey, Abstract Number 438, City of Aledo, Parker County, Texas, as requested by Tyler and Laura Kunkel.

**THIS ITEM DID NOT REQUIRE A PUBLIC HEARING.**

Gretchen Vazquez stated that a copy of the proposed plat was included in the P&Z package and that the owners propose to subdivide the 6.495 acre tract into two residential lots.

Commission members wanted to know where in town this property was located. Staff and applicant indicated that the property is located west of the Parker County Coffee shop and south of the Parks of Aledo Subdivision.

Tyler Kunkel, Owner, Salt and Light Creek Addition provided the Board members with an overview of the project. He explained that there is an existing creek that follows the trees and that there is floodplain that runs right through the proposed lots. He proposes to build two houses which would be located outside of the floodplain. Board members asked if the owners were planning to have any animals or livestock on the lots. Mr. Kunkel said no animals on the lots.

Commission member Nick Stanley asked if staff received any inquiries regarding this plat. Ms. Vazquez stated that staff did not receive any inquiries and that this item did not require a public hearing.

Ms. Vazquez stated that there is a large portion of the property that is floodplain. Plat shows minimum finish floor elevations. The General Notes on the plat reflect the requirements for development of the lots. A floodplain development permit will be required prior to issuance of a building permit.

Ms. Vazquez also stated that the plat met all the requirements of the City's Subdivision Ordinance and Zoning Ordinance for R-2 Single Family District zoning.

Commission member Evan McGuire made a motion to approve the Final Plat of Lots 1 and 2, Block 1, Salt & Light Creek Addition. Commission Vice-Chairman Christian Pearson seconded the motion.

**Motion passed 3-0**

Gretchen Vazquez stated that this matter was to be considered by the City Council @ 7:00 P.M. on October 24<sup>th</sup>, 2019 in the Aledo Community Center located at 104 Robinson Court, Aledo, Texas.

**E. ADJOURNMENT OF PLANNING & ZONING COMMISSION MEETING.**

Motion was made by Commission member Evan McGuire, seconded by Commission Vice-Chairman Christian Pearson to adjourn the meeting at 6:29 p.m.

**Motion passed 3-0**

Passed and approved this 9<sup>th</sup> day of January 2020.

  
Jim Witherow