



MINUTES  
Of the  
**PLANNING & ZONING COMMISSION**  
OF THE VILLAGE OF VOLENTE, TEXAS  
TUESDAY, JANUARY 13, 2015 at 7:00 P.M.  
City Hall, 16100 Wharf Cove, Volente, Texas.

1. Open Regular Meeting.  
Jeff Browning, Interim Chair of the Planning and Zoning Commission called the meeting to order at 7:07 p.m.
2. Call Roll.  
Julia Vicars, Acting City Secretary, calls rolls. Commissioners Ruan Lourens, Rett Scudder, and Interim Chair Jeff Browning. Alternate Nancy Carufel also in attendance. Absent were Phil Mitchell and Judy Barrick.
3. Citizen Comments.  
None.
4. Introduction of New Members to the Planning and Zoning Commission.
  - a. Completion of Application.  
Application to be completed by new members and turned into the office at a later date.
  - b. Oath of Office for New Members.  
Julia Vicars, Acting City Secretary administers the Oath of Office for Nancy Carufel, Alternate.
5. The Election of a Vice Chair of the Planning and Zoning Commission and Secretary of the Planning and Zoning Commission positions for the calendar year 2015.

Commissioner Ruan Lourens announces he will be available for a few meetings more, then will resign from his position on the Planning and Zoning Commission.

**Commissioner Ruan Lourens nominates Commissioner Rett Scudder for the position of Vice Chair of the Planning and Zoning Commission. Seconded by Alternate Nancy Carufel. Carries unanimously.**

**Commissioner Rett Scudder nominates Commissioner Judy Barrick for the position of Secretary of the Planning and Zoning Commission. Seconded by Alternate Nancy Carufel. Carries unanimously.**

  - a. Oath of Office for Current Members

The Oath of Office for Current Members will be administered by Julia Vicars, Acting City Secretary, immediately following the meeting.

6. Approval of the Minutes from August 12<sup>th</sup>, August 26<sup>th</sup>, and October 20<sup>th</sup>, November 11<sup>th</sup>, and December 9<sup>th</sup>, 2014.

**Commissioner Rett Scudder makes a motion to approve the meeting minutes from August 12<sup>th</sup>, August 26<sup>th</sup>, October 20<sup>th</sup>, November 11<sup>th</sup>, and December 9<sup>th</sup>, 2014. Seconded by Commissioner Ruan Lourens. Passes with Commissioners Ruan Lourens, Rett Scudder, and Chair Jeff Browning voting yes. Nancy Carufel abstains from the vote, stating that she was not at the meeting for which the minutes are for.**

7. Discussion and Possible Action on Section 30.133 Conditional Use Permit as it pertains to Short Term Rentals.

- a. Citizen Comments.

None.

- b. Presentation from Staff

Barbara Wilson, City Administrator, details the changes suggested to Section 30.133 to allow the addition of the Short Term Rental category. To remain consistent with other ordinances, it is suggested to change the notice requirement to 500 feet. To not conflict with the Zoning ordinance, whichever amount is greater will be the amount that is applicable (line 64).

- c. Discussion and Possible Action by Commissioners

Nancy Carufel, Alternate, asks why the authorized conditional uses include airports, landing strips, etc.

Barbara Wilson, City Administrator, answers that when the STR ordinance was created, the ability to operate a Short Term Rental became a conditional use within residential zoning. Section 30.133 contains all conditional uses, including amusement parks, cemeteries, etc. After the addition of Short Term Rental, there will need to be changes made to the procedures for each conditional use category. By definition, any category not listed will have to come before Council for approval.

Nancy Carufel, Alternate, asks if the authorized is the same as appointed (line 121). Barbara Wilson answers yes, but to keep the ordinances consistent a suggested change to the language used in other items was made.

Nancy Carufel, Alternate, asks if there is a time limit for the applicant that begins with the submission of an application.

Barbara Wilson, City Administrator, says that in the septic and site plan, there are time limits, which require City Administration to respond within a timely manner. There is not one specifically in the STR ordinance, which uses the term "reasonable", suggesting around 10 days or less.

Commissioner Ruan Lourens adds that variances have a time limit.

**Commissioner Rett Scudder makes a motion to recommend the changes made to Section 30.133 Final Draft to Council for Review. Seconded by Commissioner Ruan Lourens. Carries unanimously.**

## 8. Discussion and Recommendation of the next meeting's agenda.

## a. Confirm date of Meeting

The next regularly scheduled meeting date is set for February 10, 2015.

Bill Connors, 8016 Lakeview, Council Member:

States that the Governmental Relations Committee, of which he is Chair, is responsible for acting as liaison with the Planning and Zoning Commission. During the Council Retreat, he proposed a timeline and process to help expedite the task of reviewing ordinances. This 12-18 month plan revisits chapters of the Comprehensive Plan while working on review of the Subdivision, Zoning, Site Development, and Water Quality ordinances. Within the next couple of weeks there should be a more detailed approach that would accomplish the tasks assigned to Planning and Zoning in a reasonable amount of time.

Interim Chair Jeff Browning thanks Bill Connors, adding he appreciates the systematic approach this plan lays out.

Barbara Wilson, City Administrator, says that the Comprehensive Plan is required, but needs to match the ordinances in place and incorporate the Community Survey results.

Commissioner Rett Scudder adds that the original Community Survey was a tool in creating the original Comprehensive Plan.

## b. Topics for Agenda

Barbara Wilson, City Administrator briefs the Planning and Zoning Commission on two upcoming variances for their February 10<sup>th</sup> meeting.

Julia Vicars, Acting City Secretary, suggests the Planning and Zoning Commission hold a separate, special called meeting, on a day of their choosing for ordinance review according to Bill Connors' plan. Adding that doing so as a work session gives the Planning and Zoning Commission time to prepare before public comments.

## c. Variances

## 9. Adjourn.

The meeting adjourned at 7:47 p.m.

Passed and Approved this 10 day of February, 2015.

Signed:

JB

Jeff Browning, Interim Chair of Planning and Zoning

JV

Julia Vicars, Acting City Secretary