



THE CITY OF
JARRELL

**City of Jarrell
Public Hearings and
Special Called Planning and Zoning Commission Meeting
And Workshop
Jarrell City Council Chambers
161 Town Center Blvd. Jarrell, Texas 76537
Tuesday, October 11, 2022, at 6:00 p.m.**

AGENDA

David Bryson, Chairman
Jason Oliver, Secretary
Cozmo Lewis, Member

Thomas Slowbe, Vice Chairman
Sally Kandler, Member

1. CALL MEETING TO ORDER

2. PUBLIC COMMENTS

Those wishing to speak to the Jarrell Planning and Zoning Commission must complete the sign in sheet prior to the beginning of the meeting. Please wait to be invited to speak and observe the **three-minute** time limit.

Items not listed on the agenda

An individual may speak; however, the topics presented are considered informational only and may result in placement on a future agenda. No formal discussion or action will be conducted at this time.

Item listed on the agenda

An individual may speak once the regular agenda item is announced for consideration and/or when the speaker is invited to speak.

3. PUBLIC HEARINGS

3.1 Open Public Hearing to consider the request to amend Article 1.06 (Boards and Commission), Division 3 (Planning and Zoning Commission) of the Code of Ordinances for the City of Jarrell.

4. REGULAR AGENDA ITEMS

4.1 Discussion, consideration and possible direction to staff regarding Planning and Zoning Commission workshops.

4.2 Discussion, consideration, and possible recommendation to the City Council regarding the request to amend Article 1.06 (Boards and Commission), Division 3 (Planning and Zoning Commission) of the Code of Ordinances for the City of Jarrell.

- 4.3 Discussion, consideration, and possible action regarding the minutes of the Special Called Planning & Zoning Commission meeting on September 13, 2022.

5. **WORKSHOP TO DISCUSS AND MAKE SUGGESTIONS
TO THE LAND USE TABLE AND ZONING CATEGORIES**

The purpose of this Public Workshop is to discuss and make suggestions to the land use table and zoning categories. There will be no formal action taken. The public may attend the workshop.

6. City Planner Update

7. **ADJOURNMENT.**

CERTIFICATION

I certify that the above Notice of the Special Called Public Hearing and Meeting of the City of Jarrell Planning and Zoning Commission was posted on the city's website at www.cityofjarrell.com and on the Bulletin Board located at Jarrell City Hall - 161 Town Center Blvd, Jarrell, Texas 76537 pursuant to Chapter 551 of the Texas Government Code.

Posted on **October 7, 2022**, at **3:30 p.m.**

Deanne Peace

Posted by: City Secretary's Office

This meeting will be conducted pursuant to the Texas Government Code Section 551.001 et seq. The City of Jarrell is committed to compliance with the American with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request. Please call the Municipal Clerk at 512/ 746-4593 for assistance.

I certify that the above Agenda of the Jarrell Planning & Zoning Commission was removed from the Bulletin Board located at Jarrell City Hall; 161 Town Center Blvd. in Jarrell, Texas on:

Removed on _____, 2022 at _____ am/pm
City of Jarrell, Texas

Removed by: City Secretary's Office





THE CITY OF

JARRELL

To: City of Jarrell Planning and Zoning Commission

Subject: Discussion, consideration and possible action to City Council on a request to amend Article 1.06 (Boards and Commission), Division 3 (Planning and Zoning Commission) of the Code of Ordinances.

Date: October 11, 2022

Department:

Permitting and Community Development

Staff Member:

John G. Byrum, Planning Consultant

Summary of Request:

With this proposed amendment, the by-laws would be updated.



Section 1.06.061 Appointment of Members. The membership of the City of Jarrell's Planning and Zoning Commission shall be composed of five (5) members who are appointed by the City Council for terms of two (2) years. The Commission members shall be comprised of at least three (3) members that reside within the city limits of Jarrell and shall be registered voters and have resided within city limits for at least six (6) months preceding their appointment. The remaining two (2) members may reside within the Extraterritorial Jurisdiction (ETJ) of the city for at least six (6) months preceding their appointment. In the absence of qualified candidates, the City Council may waive these requirements to fill a vacant post. A majority of the appointed members shall constitute a quorum for the transaction of business.

- A. The Mayor and the Council are responsible for appointing the members of the Commission.
- B. Members shall be appointed by a vote of majority of the Council in open meeting unless otherwise provided by law.
- C. Members shall serve without compensation for their services.
- D. Commission members may be removed from office for any reason.

Section 1.06.062 Terms. The terms of each of the members is two (2) years and is staggered, except that the respective terms of three (3) members of the Commission appointed is one year initially and two years thereafter. Terms end September 30th of each year. All vacancies shall be filled for the unexpired term by the Council in the same manner as provided for in the original appointments. A Commission member may be removed from office for any reason.

Section 1.06.063 Alternate Commission Members. The City Council is authorized to appoint one (1) or more alternate members of the Commission who shall serve in the absence of the one (1) or more regular members of the Commission who shall serve in the absence of the one (1) or more regular members when requested to do so by the Chairperson of the Commission. Alternate members serve for the same term and are subject to removal in the same manner as regular members. A vacancy is filled in the same manner as a vacancy among the regular members.

Section 1.06.064 Meetings.

- A. All members of the Commission shall endeavor to attend all meetings. Any member of the Commission failing to attend three (3) consecutive scheduled meetings without good cause shall be subject to removal from the Commission by the Council. All members who will miss a meeting, whether scheduled or called, shall endeavor to give prior notification to the Chairman and/or Vice-Chairman as soon as possible.
- B. Any member of the Commission who has or believes that she/he has a conflict of interest in a matter that is to be considered and/or acted upon by the Commission shall excuse herself/himself from the consideration and/or action and refrain from discussing and/or voting on said item in her/his official capacity as a Commission Member.

- C. All meetings of the Commission shall be governed by the Texas Open Meetings Act, Tex. Gov't Code, Chapter 551.
- D. Meetings of the Commission shall be held in the City of Jarrell Council Chambers at 5:30 p.m. on the second (2nd) Tuesday of each month, unless otherwise posted. Special meetings may be called as necessary with notice to the Council and to the public. Special meetings may be called by the Mayor, the City Manager, the Chairman of the Planning and Zoning Commission. All meetings shall be open to the public, unless an executive session is conducted. Public notice of all meetings shall be posted in accordance with State Law.
- E. A majority of three (3) of the five (5) members shall constitute a quorum for holding a meeting and for taking any action. No action shall be taken on any item before the Commission in the absence of a quorum.
- F. The Chairman will initiate motions and may also vote on each issue. Voting shall be by hand or may be made verbally and noted by the Secretary. The affirmative vote of a majority of members constituting a quorum of the Commission shall be necessary and sufficient for any recommendation, resolution, plan, or other voting matter.
- G. An agenda listing the items and in the order in which they are to be considered shall be posted seventy-two (72) hours before each meeting. Anyone wishing to have an item placed on the agenda must contact staff one week prior to the posting of the agenda.

Section 1.06.065 Responsible to Council. The Commission is responsible to and shall act as an advisory body to the Council and shall perform such duties and exercise such additional powers as may be described by ordinances of the City.

Section 1.06.066 Organization. The Commission is responsible for selecting a Chairman, Vice-Chairman, and Secretary, and such other officials as deems necessary from its membership. The Chairman shall act as a liaison between the City Council and the Planning and Zoning Commission and will lead all Planning and Zoning Commission meetings. The Vice-Chairman shall perform the duties of the Chairman in his/her absence. The City Secretary will post agendas of meetings in accordance with City ordinances and state laws. The City Secretary shall record minutes of all meetings. In the City Secretary's absence, the Secretary of the Commission shall record the minutes and submit an original copy within three (3) days after the meetings to the City Secretary. Selection of officers shall be conducted every October or at the next scheduled meeting thereafter.

Section 1.06.067 Powers and Duties. The Commission must always bear in mind that the issues before it are never primarily for the profit or loss to a particular individual or entity, but the maintenance of such system of planning and zoning that will best serve the interests of the city community as a whole.

The Commission has the power, and it shall be its duty:

- A. To make appropriate surveys, investigations, reports, and recommendations relating to community planning and development to the Council, and to recommend the approval,

disapproval, modification, or rejection of all plans, plats or re-plats of land, additions, subdivisions, and properties with the City;

- B. To make plans or maps of whole and part of the City and of land outside the City located with five miles of the City limits and any other land outside the City, which, in the opinion of the Commission, bears a relation to the planning of the City and to make changes, in additions to, and extensions of such plans or maps when it deems the same advisable;
- C. To act with and assist all other municipal and government agencies, and particularly the Council, in formulating and executing proper plans or maps for municipal development and growth;
- D. To recommend to Council the passage of such ordinances as it may deem necessary to carry out its program;
- E. To recommend to the Council approval or disapproval of proposed changes in the City's Zoning Ordinance and plans, and to make any recommendations concerning any future zoning plans;
- F. To make and adopt a comprehensive community plan for the guidance and control of the future development of the community. A review and recommendation to council shall be annually;
- G. To aid and assist the Council in the annual preparation of long-range capital improvement budget, and determination of sources of funds therefore;
- H. To investigate and evaluate the opening, vacating, narrowing, abandoning, or changing the scope, character and standards for streets, roads, and alleyways within the City's extraterritorial jurisdiction;
- I. Perform such other duties as may be prescribed by ordinance or state law;



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Tuesday, September 13, 2022, at 6:00 p.m.**

MINUTES

**Cozmo Lewis, Chairman - Present
Jason Oliver, Secretary - Present
David Bryson, Member - Present**

**Thomas Slowbe, Vice Chairman - Present
Sally Kandler, Member - Present**

1. CALLED MEETING TO ORDER AT 6:00 P.M.

2. PUBLIC COMMENTS - NONE

Those wishing to speak to the Jarrell Planning and Zoning Commission must complete the sign in sheet prior to the beginning of the meeting. Please wait to be invited to speak and observe the **three-minute** time limit.

Items not listed on the agenda

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Item listed on the agenda

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3. PUBLIC HEARINGS

3.1 OPENED PUBLIC HEARING to consider the request of a Conditional Use Permit of a 0.844-acre tract of land located at 113 Slowbes Way, Jarrell, Texas, 76537. The proposed use is an Urgent Care.

CLOSED PUBLIC HEARING.

3.2 Discussion, consideration, and possible recommendation to the City Council regarding the request of a Conditional Use Permit of a 0.844-acre tract of land located at 113 Slowbes Way, Jarrell, Texas, 76537. The proposed use is an Urgent Care.

Tom Slowbe recused himself from this item. Sally Kandler made a motion to make a recommendation to approve. Second by David Bryson. The motion was approved by 4 for the motion Tom Slowbe abstained from the vote.

3.3 OPENED PUBLIC HEARING to consider the request to amend Section 4.09 (Use Table) of the Code of Ordinances for the City of Jarrell (Unified Development Code) to allow 'All other Medical Facilities' in certain zoning districts.

CLOSED PUBLIC HEARING.

3.4 Discussion, consideration, and possible recommendation to the City Council regarding the request to amend Section 4.09 (Use Table) of the Code of Ordinances for the City of Jarrell (Unified Development Code) to allow 'All other Medical Facilities' in certain zoning districts.

No formal action was taken.

4. REGULAR AGENDA ITEMS

- 4.1** Discussion, consideration, and possible action regarding the minutes of the Special Called Planning & Zoning Commission meeting on July 12, 2022.

Tom Slowbe made a motion to accept the minutes as done. Second by Sally Kandler. The motion was approved by 3 votes for and 2 abstentions by David Bryson and Jason Oliver.

- 4.2** Discussion and consideration on a request to amend Article 1.06 (Boards and Commission), Division 3 (Planning and Zoning Commission) of the Code of Ordinances.

No formal action was taken.

- 4.3** Discussion, consideration, and possible action to appoint a Chair to the Planning and Zoning Commission for a one-year term beginning October 1, 2022 and ending September 30, 2023.

Sally Kandler made a motion to nominate David Bryson as the Chair. Second by Jason Oliver. The motion was approved by a unanimous vote.

- 4.4** Discussion, consideration, and possible action to appoint a Vice-Chair to the Planning and Zoning Commission for a one-year term beginning October 1, 2022 and ending September 30, 2023.

Sally Kandler made a motion to nominate Tom Slowbe as Vice-Chair. Second by David Bryson. The motion was approved by a unanimous vote.

- 4.5** Discussion, consideration, and possible action to appoint a Secretary to the Planning and Zoning Commission for a one-year term beginning October 1, 2022 and ending September 30, 2023.

Tom Slowbe made a motion to nominate Sally Kandler as Secretary. Second by David Bryson. The motion was approved by a unanimous vote.



4.6 City Planner Update – No formal action taken.

5. ADJOURNED AT 7:23 P.M.

PASSED AND APPROVED on the 11TH day of OCTOBER 2022.

CITY OF JARRELL, TEXAS

Attest:

David Bryson, Chairman

Dianne Peace, Municipal Clerk

