

City of Balcones Heights
Planning and Zoning Commission
3300 Hillcrest Drive
Balcones Heights, Texas 78201

MINUTES

Date: March 6, 2012

Time: 6:11p.m.

MEMBERS PRESENT: Madeline Slay George Monsive David Sellars
Jack Burton Bill Johnson Maria Hilda Herrera

MEMBERS ABSENT Gloria Cantu

SIGN IN SHEET:

I. CALL TO ORDER AND RECORDING OF QUORUM:

Meeting was called to order and quorum was present.

II. APPROVAL OF MINUTES:

Minutes – February 7, 2012

MOTION: I make a motion we approve.

Motion by: Bill Johnson Second: George Monsive 5/0/0 PASSED

III. BUSINESS MATTERS/WORKSHOP:

1. Manager's Report. (Buckert)

City Administrator asked for letters of support for the CDBG grant. She stated she would draft letter and everyone can sign. She will bring it to the next meeting.

2. Commission will conduct a WORKSHOP regarding clarification of the retail/resale definition, signage standards/regulations, and nonconformities.

Retail/resale definition:

Chairman went over the handout with 3 new definitions to add to the definitions in Article 1 of the Zoning Ordinance. There was also a revised definition for Retail Trade.

Signage standards/regulations: City Administrator and Chairman brought forth some recommendations:

Chairman presented a change to the sign definition in Article 1. Some changes discussed were incidental signs, signs next to freeway, maintenance of signs, preventing obstructions, limitations, off-premise signs and damaged signs.

Nonconformities:

Chairman presented changes to Extension of Nonconforming use within a structure, non-extension of nonconforming structure, restoration of a nonconforming structure, and existing use of a nonconforming lot.

Some of the changes to handouts the Commission went over at the workshop will be:

- RETAIL: Remove Personal Services and call it Repairs and correct typos
- SIGNAGE: Definition Change
 - Change wording – message area to service area
 - Under maintenance – illumination
 - Will inquire as to “Misspelled” words on sign.
- Nonconformities

Emails are to be sent to City Secretary if there are any comments or questions having to do with today’s workshop by the 20th of March.

3. Commission will consider and make recommendations on clarification of the definition for retail/resale in the zoning ordinance.

Public Hearing will be scheduled.

4. Commission will consider, review, and make recommendation for changes to Zoning Ordinance Signage standards and regulations.

Public Hearing will be scheduled.

5. Commission will consider, review, and make recommendation for changes to Zoning Ordinance Article 8.5. Nonconformities.

Public Hearing will be scheduled.

IV. ADJOURNMENT:

Meeting adjourned at 7:38 p.m.

Submitted by:

**Delia Flores
City Secretary**

Minutes approved at the April 3, 2012 Planning and Zoning meeting.