

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

**MINUTES**

Date: April 3, 2012

Time: 6:06 p.m.

MEMBERS PRESENT: Madeline Slay George Monsive David Sellars  
Jack Burton Gloria Cantu

MEMBERS ABSENT: Bill Johnson Maria Hilda Herrera

SIGN IN SHEET: Linda Pohl Suzanne de Leon Charles White

**I. CALL TO ORDER AND RECORDING OF QUORUM:**

Meeting was called to order and quorum was present.

**II. APPROVAL OF MINUTES:**

Minutes – March 6, 2012

Chair called for a motion to approve the minutes of March 6, 2012.

Motion was made by: David Sellars Second: Jack Burton 5/0/0 Passed

**III. BUSINESS MATTERS/WORKSHOP:**

1. Manager's Report. (Buckert)

City Administrator presented the letters to be signed by the members of Planning and Zoning regarding the Community Development Block Grant.

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

Public Hearing opened at 6:08 p.m.

Buck Benson representing owner of the Lacks building on 4545 Fredericksburg Rd. came up to get a sense of the signage requirements to see if it impacts that particular structure.

Public Hearing closed at 6:14 p.m.

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

Recommended Changes: Antique Shop, Consignment Shops, and Repair Shop definitions.  
(Copies of changes were made available to commission and the public).

MOTION: To approve.

Motion by: Jack Burton                      Second: Gloria Cantu                      5/0/0                      PASSED

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

Recommended Changes to Zoning Ordinance Chapter 4.5 Signage standards and regulations: Definition on signs, clarify area of sign, size of sign, freeway districts, maintenance of signs, preventing obstructions, off-premise and removed or damaged signs.  
*(Copies of changes were made available to commission and the public).*

MOTION: I make a motion to send recommendations to city council.

Motion by: David Sellars                      Second: George Monsive                      5/0/0                      PASSED

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

Recommended Changes: Clarifications and adding definitions.  
*(Copies of changes were made available to commission and the public).*

MOTION: I make a motion we approve nonconformities changes and send to City Council.

Motion by: Gloria Cantu                      Second: Jack Burton                      5/0/0                      PASSED

6. Commission will discuss and consider home occupation uses, registration, requirements, and definition.

City Administrator gave some examples of what other cities have done regarding home occupations for the commission to review.

Commission was directed to send any recommendations or comments to City Secretary or City Administrator regarding home occupations.

**IV. ADJOURNMENT:**

Meeting adjourned at 6:54 p.m.

**Submitted by:**

**Delia Flores, TRMC  
City Secretary**

Minutes approved at the May 8, 2012 Planning and Zoning meeting.