

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

**MINUTES**

Date: October 1, 2012

Time: 6:00 p.m.

MEMBERS PRESENT: George Monsive Gloria Cantu  
Jack Burton Maria Hilda Herrera  
Carlos de la Garza – was present but did not serve at this meeting

MEMBERS ABSENT: David Sellars

SIGN IN SHEET: Suzanne de Leon Guillermo Guerra Bart Torres  
Jose Torres Ramona Martinez Jeanne Jenechke  
Clayton Jenschke

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

Meeting was called to order and quorum was present.

**II. OATH OF OFFICE:**

Oath of Office will be given to newly appointed planning and zoning member.

Carlos de la Garza was not present when this item was addressed, therefore, Oath of Office was given by Mayor de Leon at the end of this meeting.

**III. APPROVAL OF MINUTES:**

Minutes – September 4, 2012

MOTION: To approve minutes.

Motion by: Hilda Herrera Second: Gloria Cantu 4/0/0 PASSED

**IV. PUBLIC HEARING: 6:02 p.m.**

1. Commission will conduct a **PUBLIC HEARING** regarding a replat for the property located at 207 Leisure Drive, Bart Torres.

City Administrator came up to address the Planning and Zoning Commission in regards to the replat.

Residents had concerns regarding what was going to be done with that property however City Administrator stated replat meets requirements and any other plans with that property would have to go through the permitting process and would have to meet requirements.

**Public Hearing closed at 6:12 p.m.**

**V. BUSINESS MATTERS:**

1. Commission will consider and may take **ACTION** to approve a replat for the property located at 207 Leisure Drive.

MOTION: I make a motion to approve and send to council.

Motion by: Jack Burton                      Second: Gloria Cantu                      4/0/0                      PASSED

2. Discussion regarding the use of accessory buildings as dwelling and possible requirements if approved.

Development Services Coordinator Mark Boyd addressed this issue and went over some information he previously handed out to the commission.

Chair asked that more information be brought on this subject and felt information provided was to vague.

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

Mr. Boyd stated that at the next meeting he will be able to bring a matrix of what other cities are doing and also bring clearer information as to the different type of signs.

**VI. CITIZENS TO BE HEARD:**

There were no citizens to be heard.

**VII. NEXT MEETING:**

1. Next meeting is scheduled to be held Tuesday, November 6, 2012.

Chair confirmed next meeting will be November 6, 2012.

**VII. ADJOURNMENT:**

Motion: To adjourn

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

Meeting adjourned at 6:22 p.m.

**Submitted by:**

**Delia Flores  
City Secretary/P&Z Secretary**

**Commission approved on November 6, 2012.**