

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

MINUTES

Date: December 4, 2012

Time: 6:01 p.m.

MEMBERS PRESENT: Jack Burton Maria Hilda Herrera
Gloria Cantu

MEMBERS ABSENT: George Monsive Carlos de la Garza David Sellars (Alternate)

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 – November 6, 2012

MOTION: I make a motion to approve the minutes.

Motion by: Hilda Herrera Second: Gloria Cantu 3/0/0 PASSED

III. PUBLIC HEARING: 6:03 p.m.

1. Commission will conduct a **PUBLIC HEARING** regarding accessory buildings as dwelling units.

No one came up to speak.

Meeting closed at 6:03 p.m.

IV. BUSINESS MATTERS:

1. Commission will consider and may take **ACTION** to approve recommendation to City Council regarding accessory buildings as dwelling units definition.

Vice Chair read the current and proposed definition for accessory buildings as dwelling units.

MOTION: I make a motion that we send the proposed definition to City Council regarding accessory buildings as dwelling units to include change. (preposition stated by attorney)

Motion by: Gloria Cantu Second: Hilda Herrera 3/0/0 PASSED

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

Mark Boyd presented a matrix of what other cities are doing with signage.

There was discussion regarding temporary signs and length of time i.e. 30 days with a maximum of 90 days with request for extension and set a fee.

Staff Direction: Draw up some sample fronts of buildings for the Planning and Zoning Commission to see what the different percentages i.e. 15%, 20%, and 25% signage looks like.

There was some discussion on monument signs and programs for incentives for businesses to improve signs according to zone.

V. CITIZENS TO BE HEARD:

There were no citizens signed up to be heard.

VI. NEXT MEETING:

1. Next scheduled meeting falls on a holiday, Tuesday, January 1, 2013. Commission will set date for next meeting.

Next meeting was set for Tuesday, January 8, 2012.

VII. ADJOURNMENT:

Meeting adjourned at 6:56 p.m.

Submitted by:

Delia Flores, TRMC
City Secretary/P&Z Secretary

Commission approved on January 8, 2013.