

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

**MINUTES**

Date: January 8, 2013

Time: 6:03 p.m.

MEMBERS PRESENT: George Monsive      Jack Burton      Maria Hilda Herrera  
Gloria Cantu      Carlos de la Garza

MEMBERS ABSENT: David Sellars (Alternate)

SIGN IN SHEET: NONE

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

Meeting was called to order and quorum was present.

**II. APPROVAL OF MINUTES:**

Minutes – December 4, 2012

Chair called for a motion to approve.

MOTION: I make a motion.

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

**III. Business Items:**

1. City Administrator will give a presentation on the duties and powers of the Planning and Zoning Commission.

City Administrator Buckert gave a powerpoint presentation and orientation to inform everyone of the role of the Planning and Zoning Commission. Topics of presentation are as follow:

- What is your role?
  - Possible assignments
  - Available training
  - What does Council expect?
  - Meeting protocol
  - Staffing limits
  - Direction moving forward i.e. annual plan
2. Planning and Zoning Commission liason and city staff will give a presentation on signage and workshop will be held to discuss recommendations and proposed changes.
    - Development Services Coordinator gave an Introduction.

- Commission concerns discussed
- Definition revisions
- Signage revisions

**IV. CITIZENS TO BE HEARD:**

There were no citizens to be heard.

**V. NEXT MEETING:**

1. Next scheduled meeting will be held on Tuesday, February 5, 2013.

Joint workshop to be held with City Council on Tuesday, February 5, 2013.

**VI. ADJOURNMENT:**

Motion was made to adjourn.

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

Submitted by:

DELIA FLORES, TRMC  
Planning and Zoning Secretary

Approved by P&Z on March 5, 2013.