

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

**MINUTES**

Date: April 2, 2013

Time: 6:01 p.m.

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

MEMBERS ABSENT: David Sellars (Alternate) Gloria Cantu

SIGN IN SHEET: 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 5, 2013

MOTION: Motion to approve.

Motion by: Jack Burton Second: Hilda Herrera 3/0/0 PASSED

Carlos de la Garza came in to meeting after approval of minutes.

**III. Business Items:**

1. Commission will discuss requirements for impervious cover.

Development Services Coordinator came up and introduced Council Member/Liasion Madeline Slay who presented this item. Handouts were given to all the commission members.

Ms. Slay came up and explained information on hand outs given.

This topic of impervious cover will again be addressed at a future meeting.

2. Discussion and possible **ACTION** regarding building permit submittal requirements as they pertain to design professionals and responsibilities.

Development Services Coordinator and Council Member/Liasion came up and addressed this item. The purpose is to set responsibilities and requirements for design professionals.

MOTION: I make a motion to approve the chart presented. (Title of flowchart: When to Engage an Architect or Excepted Engineer for Design and Construction Observation)

Motion by: Jack Burton Second: Hilda Herrera 4/0/0 PASSED

**IV. CITIZENS TO BE HEARD:**

Patrick Hass a resident of Balcones Heights came up to speak on his concerns with the sizes of lots in the city and complications.

**V. NEXT MEETING:**

1. Next scheduled meeting will be held on Tuesday, May 7, 2013.

**VI. ADJOURNMENT:**

MOTION: Motion to adjourn.

Motion by: Jack Burton

Second: Hilda Herrera

4/0/0 PASSED

Meeting adjourned at 6:50 p.m.

Submitted by:

DELIA FLORES, TRMC

Minutes approved by the Planning and Zoning Commission on 6-11-2013