

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

**MINUTES**

Date: July 2, 2013

Time: 6:00 p.m.

MEMBERS PRESENT: George Monsive Kim Kelley Hilda Herrera  
Carlos de la Garza Stephen Lara  
*Arrived at 6:12 p.m.*

MEMBERS ABSENT: David Sellars (Alternate)

SIGN IN SHEET: Jack Nicholson Helen Nicholson

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

Meeting was called to order and quorum was present.

Item III was addressed before item II.

**II. PRESENTATIONS:**

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

City Administrator gave a powerpoint presentation on duties and what is expected from their position on the commission. The following are some of the topics:

- What is Your Role
- Available Training
- What is the Council Going to Expect From You
- Meeting Protocol and Robert Rules of Order
- Staff Limitations
- Workflow Order
- Form of Communication
- Schedule of Meetings
- Communicate with Council

**III. APPROVAL OF MINUTES:**

Minutes – June 11, 2013

MOTION: I make a motion that we approve the minutes from the last meeting.

Motion by: Hilda Herrera  
*Carlos de la Garza was not present for for vote.*

Second: Stephen Lara

4/0/0

**IV. PUBLIC HEARING/BUSINESS ITEM:**

1. Commission will conduct a **PUBLIC HEARING** to hear from the public regarding a zoning change request submitted by Juan F. Torrez, Jr. to rezone property located at 204 Crossroads from O-2 High Rise Office to C-1 Local Retail.

Public hearing opened at 6:15 p.m.

Helen Butler-Nicholson owner of 204 Crossroads came up to answer questions.

Public hearing closed at 6:21 p.m.

2. Commission will consider and may approve request submitted by Juan F. Torrez, Jr. to rezone property located at 204 Crossroads from O-2 High Rise Office to C-1 Local Retail.

Staff recommendation was to approve the rezone request from O-2 to C-1.

MOTION: I make a motion to approve. (Rezone from O-2 to C-1)

Motion by: Stephen Lara

Second: Carlos de la Garza

5/0/0

PASSED

**V. CITIZENS TO BE HEARD:**

Helen Nicholson came up to speak.

**VI. ADJOURNMENT:**

MOTION: I motion for adjournment.

Motion by: Carlos de la Garza

Second: Stephen Lara

5/0/0

PASSED

Submitted by:

Delia Flores  
City Secretary