

**REGULAR MEETING OF THE PLANNING & ZONING COMMISSION
WEDNESDAY, AUGUST 14, 2013 @ 4:00 P.M.
HELD IN CITY COMMISSION CHAMBERS, 214 SOUTH LOVE STREET**

PURPOSE OF MEETING:

- Discussion of Planning & Zoning Application & Fees
- Discussion of 17.12.040 – Annexation Amendment
- Discussion of 17.32 – D Industrial District Amendment
- Discussion of Off Street Parking
- Discussion of Harrison Street Improvement
- Consideration of Approval of Setback Variance-College Addition, Block A, Lot 12, Block 15-405 N. Commercial St
- Consideration of Approval of College Addition Final Plat, Block 12-Van Buren & Eddy St
- Consideration of Approval of Simpson Subdivision Final Plat
- Consideration of Approval for a Septic Tank & Water Well-901 E. Gum St
- Consideration of Approval to Vacate Harrison between Love & East St

PRESENT: Members: Betty Price, David Lynch, Randy Pettigrew, Vice Chairman Lynda Kreybig, Abel Cabello, Bobby Kimbro and Chairman Kallie Richards.

NOT PRESENT: City Manager James Williams

ALSO PRESENT: Code Enforcer Johnny Cash, City Attorney Patrick McMahon, Fire Chief Terrance Lizardo, Assistant City Manager Jared Cobb, City Clerk Carol Ann Hogue and Administrative Assistant Imelda Gutierrez.

CALL TO ORDER: The meeting was called to order by Chairman Richards at 4:00 p.m.

APPROVAL OF REGULAR MINUTES JUNE 12 & CALLED MINUTES JUNE 26, 2013: Chairman Richards called for a motion to approve the regular minutes of June 12, & called minutes of June 26, 2013. Vice Chairman Kreybig so moved to approve the minutes. Member Pettigrew seconded. Motion was approved.

OTHER BUSINESS: Chairman Richards introduced the new Member Bobby Kimbro to the committee.

DISCUSSION OF PLANNING & ZONING APPLICATION & FEES: Assistant City Manager Cobb addressed the members to consider adopting a standard application for all planning & zoning requests. The goal is to offer the public general information about when a permit is required and a more user-friendly application process. If the commission adopts the application, a checklist for each permit will ensure all requests are processed in an efficient, accurate and timely manner. Mr. Cobb also would like for the members to adopt a schedule of fees for planning & zoning services. The City currently does not assess any fees. All applications require staff time to review zoning requests, also require publication, printing, and mailing expenses which can exceed \$200 per application. Permit revenues would help offset the cost of processing planning & zoning applications. The schedule fees are: Variance-\$100; Special Use-\$100; Conditional Use-\$100; Zone Change-\$100; Vacation-\$100; Annexation-\$50; Carport-\$50;

RV Park-\$100+\$5 per lot; Mobile Home Park-\$100+\$5 per lot; Plat/Replat-\$100+\$5 per lot; Alternate Summary-\$50; Building-Issued by State; Mobile/Manufactured-\$50; & Flood plan-No Fee. Member Price was concerned if City of Hobbs has the same thing but Mr. Cobb stated that they do not have zoning only covenants. Member Kimbro suggested charging \$200 for the applications instead of individually items.

DISCUSSION OF 17.12.040-ANNEXATION AMENDMENT: Assistant City Manager Cobb addressed the members stating that the amendment of the zoning ordinance currently reads "All territory which may hereafter be annexed to the city shall be subject to all of the regulations of the "A" Single-family dwelling district until otherwise changed by an amendment to this title."

DISCUSSION OF 17.32-D INDUSTRIAL DISTRICT AMENDMENT: Assistant City Manager Cobb addressed the members stating that the proposed ordinance will amend the Chapter of our zoning ordinance. Changes will include: Limits residential use and mobile trailers except in certain circumstances. Requiring review by the Fire Chief for recommendation for uses not typically allowed in the Industrial District.

DISCUSSION OF OFF STREET PARKING: Assistant City Manager Cobb addressed the members with a draft ordinance that will address off street parking such as semi's, and other vehicles parking within residential zones. Furthermore, this ordinance will describe acceptable off street parking surfaces and recreational vehicles. Commercial vehicles are defined as vehicles with more than two axles, a vehicle used to transport hazardous materials requiring Department of Transportation placarding, construction vehicles designed for off road usage, and vehicles requiring the driver to have either a Class A or Class B driver's license or the equivalent. A non-commercial vehicle is defined as one that has a gross weight rating of not more than ten thousand (10,000) pounds and can be legally parked in a standard eight and a half (8.5) foot by twenty (20) foot parking space.

DISCUSSION OF HARRISON STREET IMPROVEMENT: Vicente Balderaz addressed the members requesting the planning & zoning board to conduct an evaluation of Harrison Street, located off of 17th St, for possible improvement. Mr. Balderaz expressed his concerns of the far north row of lots located in the north half of unit three in Colonial Subdivision. They are completely deadlocked by an alley on the south and the north side is the boundary of the subdivision and the city limit. The current situation, will never allow the landowner to place homes in those lots due to the lack of access. Another issue, is the lack of funds for paved street improvements.

CONSIDERATION OF APPROVAL OF SETBACK VARIANCE-COLLEGE ADDITION, BLOCK A, LOT 12, BLOCK 15 - 405 N. COMMERCIAL ST: Chairman Richards called for a motion to approve the setback variance. Mayra Perales addressed the members to request a variance. Member Pettigrew so moved to approve the setback variance. Member Lynch seconded. Motion was approved.

CONSIDERATION OF APPROVAL OF COLLEGE ADDITION FINAL PLAT, BLOCK 12 - VAN BUREN & EDDY ST: Chairman Richards called for a motion to approve the final plat. Member Pettigrew so moved to table due to Mr. Marquez did not show up for the meeting. Member Kreybig seconded. Motion was not approved.

CONSIDERATION OF APPROVAL OF SIMPSON SUBDIVISION FINAL PLAT: Chairman Richards called for a motion to approve the final plat. Elizabeth Bernal in behalf of Fierro & Company addressed the members to request approval of the final plat. Member Kreybig so moved to approve the word corrections on the plat. Member Lynch seconded. Motion was approved.

CONSIDERATION OF APPROVAL OF SEPTIC TANK & WATER WELL - 901 E. GUM ST: Chairman Richards called for a motion to approve of septic tank & water well. Joel Anaya addressed the members to request approval to install a septic tank & water well. Member Kreybig so moved to table until the property has been subdivided and plat submitted to members. Member Price seconded. Motion was not approved.

CONSIDERATION OF APPROVAL TO VACATE HARRISON BETWEEN LOVE & EAST ST: Chairman Richards called for a motion to approve to vacate Harrison St. A road is not constructed in the area at the present time. No utilities are present. Member Price so moved to table due to Mr. Hernandez did not show up for the meeting. Member Kreybig seconded. Motion was approved.

PUBLIC COMMENT: Casey Vasquez who lives on Ave K & 13th St had a concern about annexation of their home to the City. Ms. Vasquez home is in the county and she would like to keep it that way. Their home was built in 1953 by the Yarbro's. Chairman Richards did mention to Ms. Vasquez that her home can be annexed in to the City due to her having city utilities (water & sewer).

OTHER COMMENT: Member Pettigrew requested to add the action items first then non action items second on the agenda so the public would not have to wait so long.

ADJOURNMENT:

Member Lynch made the motion for adjournment at 6:06 p.m. Member Kreybig seconded.

APPROVED: _____
CHAIRMAN RICHARDS

ATTEST: _____
VICE CHAIRMAN KREYBIG