



**MINUTES OF REGULAR SESSION  
 PLANNING & ZONING COMMISSION  
 MEETING FOR THE TOWN OF CROSS ROADS  
 LOCATION: 1401 FM 424, CROSS ROADS, TX 76227  
 TUESDAY, NOVEMBER 4, 2014 at 7:00 PM**

Call to Order

1. Roll Call

<b>Attendee Name</b>	<b>Title</b>	<b>Status</b>
Kathy Langley	Commissioner	Present
Fred Luman	Commissioner	Present
David Wright	Commissioner	Absent
Tom Clark	Commissioner	Present
John Lynn	Commissioner	Absent
David Meek	Chair	Present

2. Citizens Input for Items ON the Agenda

*Complete a Citizens Input form and hand to the Town Secretary. Please limit your comments to three minutes in duration; you are restricted from passing your time or any portion of unused minutes to another citizen for comment.*

No Citizens Input.

3. Consider and take appropriate action regarding the swearing in and oath of office of Planning and Zoning Commissioner Kathy Langley.

Town Secretary DePrater gave the Oath of Office to Commissioner Kathy Langley.

4. Consider and take appropriate action regarding the October 7, 2014 Planning and Zoning Commission Meeting Minutes.

Motion made by Commissioner Clark, seconded by Commissioner Luman, to approve the October 7, 2014 Minutes as presented. Motion carried unanimously.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Tom Clark, Commissioner
<b>SECONDER:</b>	Fred Luman, Commissioner
<b>AYES:</b>	Langley, Luman, Clark, Meek
<b>ABSENT:</b>	Wright, Lynn

*Chair Meek convened into Public Hearing at 7:07 p.m.*

**CONVENE INTO PUBLIC HEARING**

- 5. Conduct a Public Hearing to hear Public Input regarding a proposed Zoning Change from Residential to Commercial C2; subject property being 7700 East US Highway 380, Cross Roads, Texas.

No Citizens Input.

- 6. Conduct a Public Hearing to hear Public Input regarding a proposed Replat to divide four (4) existing lots into three (3) platted lots; subject property being Forest Hills Block B, Lot 1, Lot 2, Lot 3 and Lot 4, Cross Roads, Texas.

No Citizens Input.

*Chair Meek reconvened into Regular Session at 7:08 p.m.*

**RECONVENE INTO REGULAR SESSION**

- 7. Consider and make recommendation regarding proposed Zoning Change from Residential to Commercial C2; subject property being 7700 East US Highway 380, Cross Roads, Texas.

Motion made by Commissioner Clark, seconded by Commissioner Luman, to recommend approval of proposed Zoning Change from Residential to Commercial C2. Motion carried unanimously.

<b>RESULT:</b>	<b>RECOMMEND APPROVAL TO COUNCIL [UNANIMOUS]</b>
<b>MOVER:</b>	Tom Clark, Commissioner
<b>SECONDER:</b>	Fred Luman, Commissioner
<b>AYES:</b>	Langley, Luman, Clark, Meek
<b>ABSENT:</b>	Wright, Lynn

8. Consider and make recommendation regarding proposed Replat Application #2014-1006-01RP to divide four (4) existing lots into three (3) platted lots; subject property being Forest Hills Block B, Lot 1, Lot 2, Lot 3 and Lot 4, Cross Roads, Texas.

Motion made by Commissioner Luman, seconded by Commissioner Clark, to recommend approval of proposed replat application #2014-1006-01RP as presented. Motion carried unanimously.

**RESULT: RECOMMEND APPROVAL TO COUNCIL [UNANIMOUS]**  
**MOVER:** Fred Luman, Commissioner  
**SECONDER:** Tom Clark, Commissioner  
**AYES:** Langley, Luman, Clark, Meek  
**ABSENT:** Wright, Lynn

9. Consider and make recommendation regarding Building Permit Application #2014-0514-01COM; subject property being Amy's Place, Lot 7 (KJ Environmental, Inc. Headquarters), Cross Roads, Texas.

Motion made by Commissioner Luman, seconded by Commissioner Langley, to recommend approval of Building Permit Application #2014-0514-01COM upon completion and approval of Building Official's comments. Motion carried unanimously.

**RESULT: RECOMMEND APPROVAL TO COUNCIL [UNANIMOUS]**  
**MOVER:** Fred Luman, Commissioner  
**SECONDER:** Kathy Langley, Commissioner  
**AYES:** Langley, Luman, Clark, Meek  
**ABSENT:** Wright, Lynn

10. Consider and take appropriate action regarding Building Permit Application #2014-0821-01COM; subject property being located near Highway 380 and Naylor Road (Chicken Express), Cross Roads, Texas.

Motion made by Commissioner Luman, seconded by Commissioner Meek, to recommend approval of Building Permit Application #2014-0821-01COM upon Building Official's comments being met and approved. Motion carried unanimously.

**RESULT: RECOMMEND APPROVAL TO COUNCIL [UNANIMOUS]**  
**MOVER:** Fred Luman, Commissioner  
**SECONDER:** David Meek, Chair  
**AYES:** Langley, Luman, Clark, Meek  
**ABSENT:** Wright, Lynn

- 11. Consider and make recommendation regarding Preliminary Plat Application #2014-0904-01PP Big Tex Retail; subject property being 7700 US Highway 380, Cross Roads, Texas.

Motion made by Commissioner Clark, seconded by Commissioner Luman, to recommend approval of Preliminary Plat Application #2014-0904-01PP subject to parking and setback requirements being met. Motion carried unanimously.

**RESULT: RECOMMEND APPROVAL TO COUNCIL [UNANIMOUS]**  
**MOVER:** Tom Clark, Commissioner  
**SECONDER:** Fred Luman, Commissioner  
**AYES:** Langley, Luman, Clark, Meek  
**ABSENT:** Wright, Lynn

- 12. Consider and take appropriate action regarding the possible addition of remodeling provisions to the Architecture Review Guidelines.

Motion made by Commissioner Luman, seconded by Commissioner Clark, to direct staff to draft an ordinance adding remodeling provisions to the Architectural Review Guidelines using the example of 50% for remodeling as presented. Motion carried unanimously.

**RESULT: APPROVED [UNANIMOUS]**  
**MOVER:** Fred Luman, Commissioner  
**SECONDER:** Tom Clark, Commissioner  
**AYES:** Langley, Luman, Clark, Meek  
**ABSENT:** Wright, Lynn

- 13. Consider and take appropriate action regarding the possible addition of a Multi-Family Structure Point Table to the Architecture Review Guidelines.

Motion made by Commissioner Meek, seconded by Commissioner Luman, to direct staff to draft an ordinance adding the Multi-Family Structure Point Table to the Architecture Review Guidelines. Motion carried unanimously.

**RESULT: APPROVED [UNANIMOUS]**  
**MOVER:** David Meek, Chair  
**SECONDER:** Fred Luman, Commissioner  
**AYES:** Langley, Luman, Clark, Meek  
**ABSENT:** Wright, Lynn

14. Consider and take appropriate action regarding the possible changes to Chapter 3 Building Regulations, Article 3, Section 11 Landscaping and Scenic Conservation Subsection 006 Nonresidential landscape requirements.

Motion made by Commissioner Langley, seconded by Commissioner Luman, to direct staff to draft an ordinance amending Section 6.04.002 "Duty to maintain property" to designate zoning and forward to the Town Council. Motion carried unanimously.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Kathy Langley, Commissioner
<b>SECONDER:</b>	Fred Luman, Commissioner
<b>AYES:</b>	Langley, Luman, Clark, Meek
<b>ABSENT:</b>	Wright, Lynn

15. Citizens Input for Items NOT on the Agenda

*Complete a Citizens Input form and hand to the Town Secretary. Please limit your comments to three minutes in duration; you are restricted from passing your time or any portion of unused minutes on to another citizen for comment. The Planning and Zoning Commission is restricted from discussing or taking action on items not posted on the agenda. Action on your statement may only be taken at a future meeting.*

No Citizens Input.

16. Planning & Zoning Commission requests for Future Agenda Items

*No Planning & Zoning Commission deliberation or discussion may take place during this agenda item.*

No requests were made.

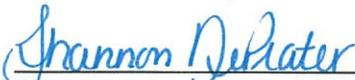
17. Future Events and Meetings

*All scheduled meetings are held in the Council Chambers. All citizens are invited to participate; schedule may change.*

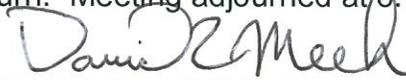
- Park Board Committee Meeting - Tuesday, November 11, 2014 at 7:00 PM
- Comprehensive Planning Committee - Wednesday, November 12, 2014
- Town Council - Monday, November 17, 2014 at 7:00 PM
- NEPD Commission - Thursday, November 20, 2014 at 7:00 PM
- **OFFICES CLOSED** - Thursday, November 27 - Friday, November 28, 2014 in observance of Thanksgiving

Adjourn

Motion made by Commissioner Luman to adjourn. Meeting adjourned at 8:12 p.m.



Shannon DePrater, TRMC, Town Secretary  
Town of Cross Roads, Texas



David Meek, Planning & Zoning Chair  
Town of Cross Roads, Texas