



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

1. Call to Order

Acting Chair John Lynn called the meeting to order at 7:00 p.m.

2. Roll Call

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

3. 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.

4. Consider and take appropriate action regarding the swearing in and oaths of office of the Fiscal Year 2015 Planning and Zoning Commissioners.

Town Secretary DePrater gave the Oaths of Office to the Fiscal Year 2014 Planning and Zoning Commissioners.

5. Consider and take appropriate action regarding the appointment of the Planning and Zoning Commission Chair.

Commissioners Meek and Lynn were nominated. Commissioners Wright, Luman and Lynn voted for Commissioner Meek and Commissioners Meek and Clark voted for Commissioner Lynn. Commissioner Meek will serve as Planning and Zoning Commission Chair for Fiscal Year 2015.

- 6. Consider and take appropriate action regarding the appointment of the Planning and Zoning Commission Alternate.

Motion made by Commissioner Meek, seconded by Commissioner Lynn, to appoint Commissioner Langley as alternate. Motion carried unanimously.

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

- 7. Consider and take appropriate action regarding the August 5, 2014 Planning and Zoning Commission Meeting Minutes.

Motion made by Commissioner Lynn, seconded by Commissioner Clark, to approve the August 5, 2014 minutes as presented. Motion carried unanimously.

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

- 8. Consider and make recommendation regarding Technical Site Plan Application #2014-0805-01SP; subject property being located near Highway 380 and Naylor Road.

Motion made by Commissioner Lynn, seconded by Commissioner Clark, to recommend approval of Technical Site Plan Application #2014-0805-01SP as presented. Motion carried unanimously.

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

9. Consider and make recommendation regarding Landscape Plan Application #2014-0805-01LAND; subject property being located near Highway 380 and Naylor Road.

Motion made by Commissioner Lynn, seconded by Commissioner Clark, to recommend approval of Landscape Plan Application #2014-0805-01LAND as presented. Motion carried unanimously.

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

10. Consider and make recommendation regarding Civil Plans Application #2014-0805-02CIVIL; subject property being located near Highway 380 and Naylor Road.

Motion made by Commissioner Lynn, seconded by Commissioner Clark, to recommend approval of Civil Plans Application #2014-0805-02CIVIL as presented. Motion carried unanimously.

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

- 11. Consider and make recommendation regarding Final Plat Application #2014-0904-04FP and Civil Engineering Plans for Cross Roads Medical Center, Phase II; subject property being 8600 US Highway 380, Cross Roads, Texas.

Motion made by Commissioner Lynn, seconded by Commissioner Luman, to recommend approval of Final Plat Application #2014-0904-04FP and Civil Plans.

Commissioner Lynn amended his motion to include subject to Town Engineer's comments being met to his satisfaction. Commissioner Luman seconded the amendment. Motion carried unanimously.

Original motion carried unanimously.

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

- 12. Consider and make recommendation regarding Final Plat Application #2014-0908-01FP; subject property being southeast corner of US Highway 380 and Naylor Road, Cross Roads, Texas.

Motion made by Commissioner Lynn, seconded by Commissioner Clark, to recommend approval of Final Plat Application #2014-0909-01FP subject to meeting requirements of Town Engineer. Motion carried unanimously.

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

13. Consider and take appropriate action regarding the possible addition of remodeling guidelines to the Architecture Review Commission.

Town Engineer Jason Pool asked the Commissioners if they believed an addition of remodeling guidelines to the Architecture Review Commission would be needed and if so, what they would like to see in those guidelines. Pool gave examples of remodeling an existing house to commercial and substantial remodeling to existing commercial. Pool also suggested using the example of the flood plain ordinance as whether or not being a substantial remodeling for calculations.

Commissioner Meek suggested substantial being more than 50% of the value of the structure.

Both the commissioners and the town engineer will research and bring back to review.

No action taken.

14. 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.

15. *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.

16. *Future Events and Meetings*

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

- *MDD Meeting - October 6, 2014 at 7:00 PM*
- *Planning & Zoning Commission Meeting - Tuesday, October 7, 2014 at 7:00 PM*
- *CANCELLED - Comprehensive Planning Committee - Wednesday, October 8, 2014*
- *Road Repair Committee - Wednesday, October 8, 2014 at 7:00 PM*
- *National Night Out - Saturday, October 11, 2014 between 11:00 AM and 2:00 PM at Krugerville Park*
- *Park Board Committee Meeting - Tuesday, October 14, 2014 at 7:00 PM*
- *NEPD Commission - Thursday, October 16, 2014 at 7:00 PM*
- *Town Council - Monday, October 20, 2014 at 7:00 PM*
- *Annual Fall Roadside Clean Up - Saturday, October 25, 2014 between 9:00 AM and 1:00 PM*

17. ADJOURN

Motion made by Commissioner Lynn, seconded by Commissioner Clark, to adjourn.
Meeting adjourned at 8:00 p.m.



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



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