#### Wylie Planning and Zoning Commission Regular Meeting

July 16, 2024 – 6:00 PM

Council Chambers - 300 Country Club Road, Building #100, Wylie, Texas 75098



#### CALL TO ORDER

#### INVOCATION & PLEDGE OF ALLEGIANCE

#### **COMMENTS ON NON-AGENDA ITEMS**

Any member of the public may address Commission regarding an item that is not listed on the Agenda. Members of the public must fill out a form prior to the meeting in order to speak. Commission requests that comments be limited to three minutes for an individual, six minutes for a group. In addition, Commission is not allowed to converse, deliberate or take action on any matter presented during citizen participation.

#### WORK SESSION

WS1. Hold a work session to discuss the Planning and Zoning Commissions rules, procedures, and responsibilities.

#### **CONSENT AGENDA**

All matters listed under the Consent Agenda are considered to be routine by the Commission and will be enacted by one motion. There will not be separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.

- <u>A.</u> Consider, and act upon, approval of the meeting minutes from the July 2, 2024 Planning and Zoning Commission Meeting.
- B. Consider, and act upon a recommendation to City Council regarding a Final Plat being a Replat of 0.093 acres of abandoned right of way and Lot 2, Block A of Wooded Creek Estates Phase 2, creating Lot 2R, Block A of Wooded Creek Estates Phase 2 on 0.399 acres, located at 2718 Spanish Oak.

#### REGULAR AGENDA

#### RECONVENE INTO REGULAR SESSION

#### **EXECUTIVE SESSION**

#### RECONVENE INTO OPEN SESSION

Take any action as a result from Executive Session.

#### **ADJOURNMENT**

#### **CERTIFICATION**

I certify that this Notice of Meeting was posted on July 12, 2024 at 5:00 p.m. on the outside bulletin board at Wylie

	ie, Texas, a place convenient and readily accessible to the
public at all times.	
Stephanie Storm, City Secretary	Date Notice Removed

The Wylie Municipal Complex is wheelchair accessible. Sign interpretation or other special assistance for disabled attendees must be requested 48 hours in advance by contacting the City Secretary's Office at 972.516.6020. Hearing impaired devices are available from the City Secretary prior to each meeting.

If during the course of the meeting covered by this notice, the Commission should determine that a closed or executive meeting or session of the Commission or a consultation with the attorney for the City should be held or is required, then such closed or executive meeting or session or consultation with attorney as authorized by the Texas Open Meetings Act, Texas Government Code § 551.001 et. seq., will be held by the Commission at the date, hour and place given in this notice as the Commission may conveniently meet in such closed or executive meeting or session or consult with the attorney for the City concerning any and all subjects and for any and all purposes permitted by the Act, including, but not limited to, the following sanctions and purposes:

Texas Government Code Section:

§ 551.071 – Private consultation with an attorney for the City.



### Wylie Planning & Zoning Commission

### **AGENDA REPORT**

Department:	Planning	Item Number:	WS 1	
Prepared By:	Jasen Haskins, AICP			
Subject	discuss the Planning and Zoning Com	umissions mulas, musasdumas	and manage initiation	
Hold a work session to c	inscuss the Planning and Zoning Con-	imissions rules, procedures	s, and responsibilities.	
Recommendation				
N/A				
Discussion		d d Di	17	
procedures, and respons	ation, included in the agenda packet, ibilities	that covers the Planning ar	ad Zoning Commission rules,	
procedures, and respons				
The presentation will be followed by a discussion and Q&A period, as needed.				



Overall Authority to protect the Health, Safety, and Welfare of the City and Citizens

Municipal Planning Authority



Zoning Authority (legislative) Chapter 211 LGC



Subdivision Authority
(ministerial)
Chapter 212 LGC



Land Use Authority
(planning)
Chapter 213 LGC

### **Mandates**

- Mandated for all home-rule cities by Sec 211. 007 of the State of Texas Local Government Code
- Created in Wylie by Ordinance in 1956 and included in 1985 Charter (only non-council group to have its own section)

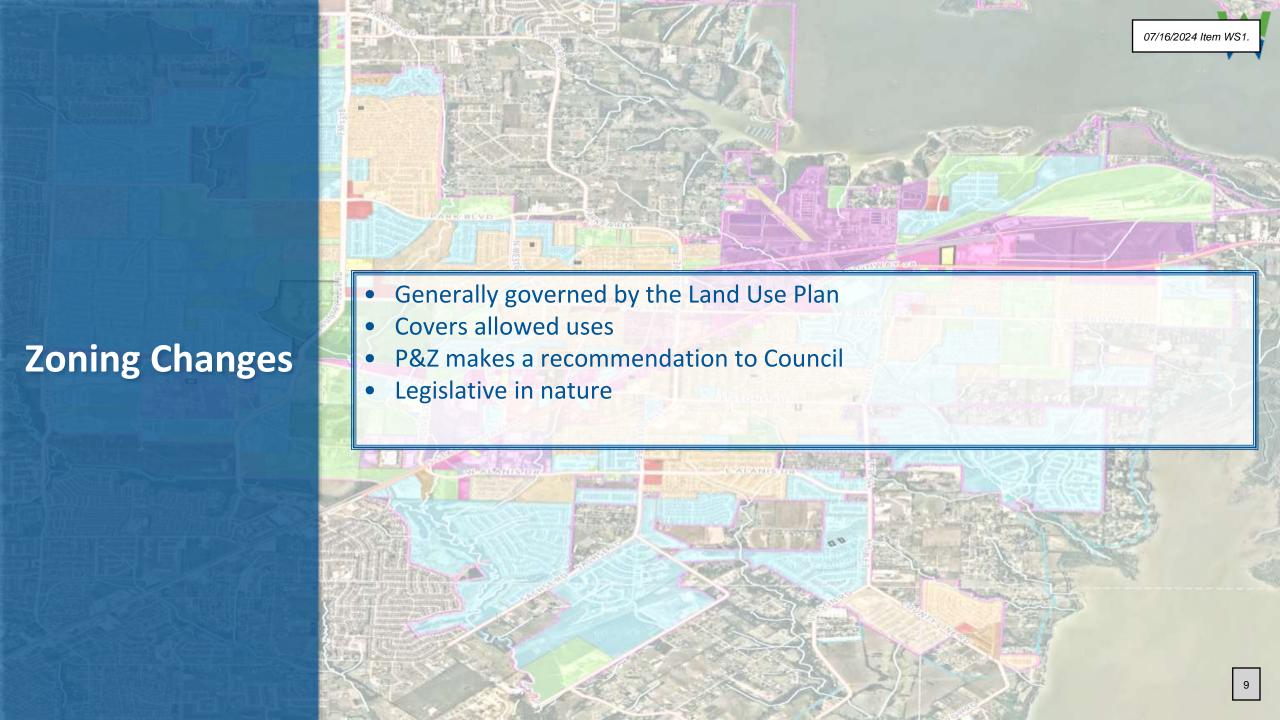


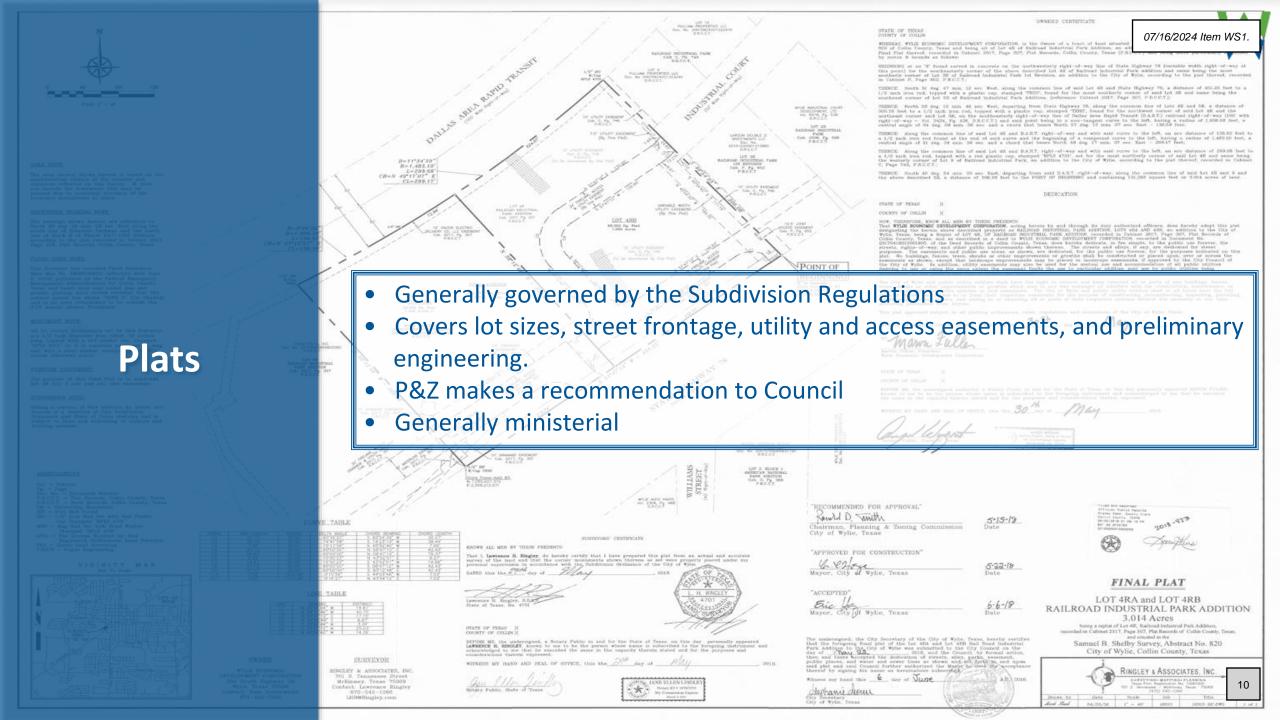
Operation by Adopted Rules and Procedures

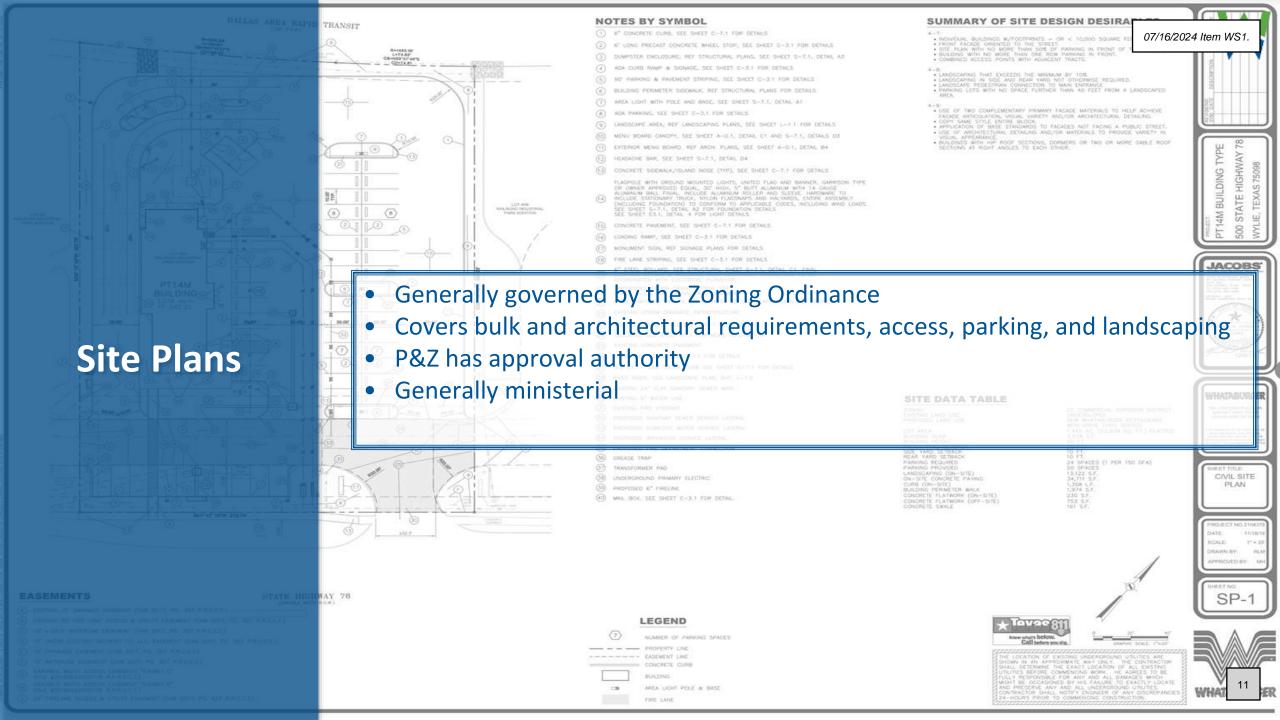


# Roles and Responsibilities

- Zoning Changes
- Plats
- Site Plans
- Ordinance and Regulation Amendments
- Land Use Plan







# Ordinance and Regulation Amendments

- Initiated by Staff, P&Z Commission, Council, or ZBoA
- Covers Zoning Ordinance and Subdivision Regulations
- P&Z makes recommendation to City Council
- Legislative in nature

# **Land Use Plan**

- Generally governed by State Law (LGC 213)
- Covers land use, demographics, social goals, capital improvements, environment, etc.
- Created through specially appointed commission with citizen and staff input.
- Reviewed by P&Z who makes a recommendation to City Council
- Legislative

# **General Meeting Format**

- Chairman calls meeting
- Invocation & Pledge of Allegiance
- Citizen Comments on Non-Agenda Items
- Executive Session (as needed)
- Consent Items (minutes and plats)
- Regular Agenda Items
- Public Hearings
- General Business
- Adjournment

# General Item Format

- Chairman introduction
- Staff report
- Applicant remarks and citizen comments
- Public hearing (if required)
  - Citizen comment
  - Applicant rebuttal
- Commission discussion
- Motion (approve, approve with conditions, disapprove, or continue)

Texting during a meeting may and can constitute as Public Information, please refrain from using personal devices during meetings.

# Other Considerations

- Communications and email/packet
- Pre-meeting questions
- Attendance
- Quorums
- Open meetings
- Open records
- Conflict of interest
- P&Z training

# **Planning Staff**

#### **Jasen Haskins**

Director of Community Development jasen.haskins@wylietexas.gov (972)516-6324

#### **Kevin Molina**

Senior Planner kevin.molina@wylietexas.gov (972) 516-6323

### **Gabby Fernandez**

Administrative Assistant II gabby.fernandez@wylietexas.gov (972) 516-6321



# Planning & Zoning Commission

# **AGENDA REPORT**

tem: A
rom the July 2, 2024 Planning and Zoning Commission
mission meeting are attached for your consideration.

#### Wylie Planning and Zoning Commission Regular Meeting

July 2, 2024 – 6:00 PM

Council Chambers - 300 Country Club Road, Building #100, Wylie, Texas 75098



#### CALL TO ORDER

Chair Joshua Butler called the meeting to order at 6:00pm. In attendance were Chair Joshua Butler, Commissioner Joe Chandler, Commissioner Harold Gouge, Commissioner Zeb Black and Commissioner Keith Scruggs. Staff present were: Community Services Director Jasen Haskins, Senior Planner Kevin Molina, Development Engineering Manager Than Nguyen and Administrative Assistant Gabby Fernandez. Absent was Commissioner Franklin McMurrian and Commissioner Zewge Kagnew.

#### INVOCATION & PLEDGE OF ALLEGIANCE

Chair Butler gave the Invocation and Commissioner Black led the Pledge of Allegiance.

#### **COMMENTS ON NON-AGENDA ITEMS**

Any member of the public may address Commission regarding an item that is not listed on the Agenda. Members of the public must fill out a form prior to the meeting in order to speak. Commission requests that comments be limited to three minutes for an individual, six minutes for a group. In addition, Commission is not allowed to converse, deliberate or take action on any matter presented during citizen participation.

No one approached the Commissioners on Non-Agenda Items.

#### **ELECTION OF CHAIR AND VICE-CHAIR**

Nominate and motion for Chair

Nominate and motion for Vice-Chair

#### **BOARD ACTION**

A motion was made by Commissioner Chandler and seconded by Commissioner Gouge to nominate Chair Butler for re-election for Chair. A vote was taken and carried 5-0.

A motion was made by Chair Butler and seconded by Commissioner Scruggs to nominate Commissioner Gouge for Vice-Chair. A vote was taken and carried 5-0.

#### **CONSENT AGENDA**

All matters listed under the Consent Agenda are considered to be routine by the Commission and will be enacted by one motion. There will not be separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.

- A. Consider, and act upon, approval of the meeting minutes from the May 21, 2024 Planning and Zoning Commission meeting.
- B. Consider, and act upon a recommendation to City Council regarding a Preliminary Plat for Ladera Wylie, creating one lot on 47.374 acres, generally located at 2301 FM 1378.
- C. Consider, and act upon a recommendation to City Council regarding a Preliminary Plat of Lot 1, Block A of Barwari Addition, creating one commercial lot on 0.4557 acres. Property located at 403 S State Highway 78.
- D. Consider, and act upon a recommendation to City Council regarding a Final Plat of Lot 1, Block A of Barwari Addition, establishing one commercial lot on 0.4557 acres. Property located at 403 S State Highway 78.

#### **BOARD ACTION**

A motion was made by Commissioner Gouge, seconded by Commissioner Chandler, to approve the Consent Agenda as presented. A vote was taken and the motion passed 5-0.

#### **REGULAR AGENDA**

1. Consider, and act upon, a Site Plan for Lot 3, Block D of Regency Business Park Phase 2, for the development of an office/warehouse use on 1.24 acres. Property located at 214 Regency Drive.

#### **BOARD ACTION**

A motion was made by Vice-Chair Gouge, seconded by Commissioner Black, to approve Item 1 as presented. A vote was taken and carried 5-0.

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A motion was made by Commissioner Chandler, and secon	nded by Commissioner Black, to adjourn the meeting at
6:11 PM. A vote was taken and carried $5 - 0$ .	
	Joshua Butler, Chair

**ATTEST** 

Gabby Fernandez, Secretary



# Wylie Planning & Zoning Commission

#### **AGENDA REPORT**

Department:	Planning	Item Number:	_ <u>B</u>
Prepared By:	Kevin Molina		
Subject			
right of way and Lot 2	•	ek Estates Phase 2, creating Lot 2	g a Replat of 0.093 acres of abandoned R, Block A of Wooded Creek Estates
Recommendation	1		
Motion to recommend	approval as presented.		

#### **Discussion**

#### **OWNER: Brandon & Tera Newingham**

**APPLICANT: Texas Heritage Surveying** 

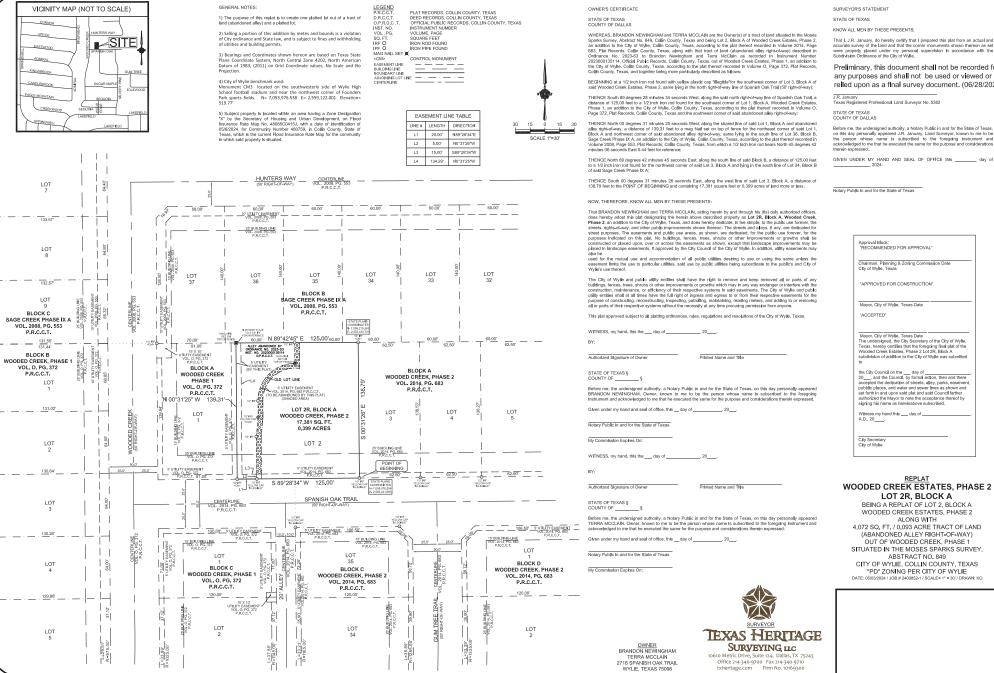
The applicant has submitted a Replat to create Lot 2R, Block A of Wooded Creek Estates Phase 2 by combining 0.093 acres of an alleyway that was abandoned by the City with Lot 2, Block A of Wooded Creek Estates Phase 2. The property is located at 2718 Spanish Oak.

The alleyway was abandoned by the city in October of 2023 due to it serving no City related function for utilities or access (Ordinance 2023-53). The alleyway was sold to the applicant at a value of \$5,000. The purpose of this plat document is to revise the property lines of 2718 Spanish Oak to include the acquired alleyway addition.

The plat document shall also abandon a 5' utility easement. A drainage inlet remains on the property which the property owner shall maintain.

The plat is technically correct and abides by all aspects of the City of Wylie Subdivision Regulations. Approval is subject to additions and alterations as required by the City Engineering Department.

The Planning and Zoning Commission must provide a written statement of the reasons for conditional approval or disapproval to the applicant in accordance with Article 212, Section 212.0091 of the Texas Local Government Code.



That I, J.R. January, do hereby certify that I prepared this plat from an actual and accurate survey of the land and that the corner monuments shown thereon as set were properly placed under my personal supervision in accordance with the Subdivision Ordinance of the City of Wylie.

Preliminary, this document shall not be recorded for any purposes and shall not be used or viewed or relied upon as a final survey document. (06/28/2024)

J.R. January Texas Registered Professional Land Surveyor No. 5382

Before me, the undersigned authority, a Notary Public in and for the State of Texas

GIVEN UNDER MY HAND AND SEAL OF OFFICE this \_\_\_\_\_ day of

Notary Public in and for the State of Texas

"APPROVED FOR CONSTRUCTION" Mayor, City of Wylie, Texas Date Mayor, City of Wylie, Texas Date
The undersigned, the City Secretary of the City of Wylie,
Texas, hereby certifies that the foregoing final plat of the
Wooded Creek Estates, Phase 2 Lot 2R, Block A subdivision of addition to the City of Wylle was submitted

the City Council on the \_\_\_\_ day of 20\_\_\_ and the Council, by formal action, then and there accepted the declication of streets, alley, parks, easement pubblic places, and water and server lines as shown and set forth in and upon said plat and said Council farther authorized the Mayor to note the acceptance thereof by sighting lish name as hereinabove authorized. Witness my hand this \_\_\_ day of \_\_ A.D., 20\_\_\_\_.

REPLAT WOODED CREEK ESTATES, PHASE 2 LOT 2R, BLOCK A

BEING A REPLAT OF LOT 2, BLOCK A WOODED CREEK ESTATES, PHASE 2 ALONG WITH 4,072 SQ. FT. / 0.093 ACRE TRACT OF LAND (ABANDONED ALLEY RIGHT-OF-WAY) OUT OF WOODED CREEK, PHASE 1. SITUATED IN THE MOSES SPARKS SURVEY. ABSTRACT NO. 849 CITY OF WYLIE, COLLIN COUNTY, TEXAS

"PD" ZONING PER CITY OF WYLIE DATE: 05/03/2024 / JOB # 2400852-1 / SCALE= 1" = 30' / DRAWN: KO