

**Minutes of the May 6, 2021  
Planning and Zoning Commission Meeting**

The Planning and Zoning Commission of the City of Pilot Point, Texas met on May 6, 2021 at 6:00 p.m. for a regular meeting of the Planning and Zoning Commission. Planning and Zoning Commission members present were Brian Heitzman, Steve Keith, Paul Dennis, Gary Speer, Mark Lanier. Commissioners absent were Rebecca Millikin, J.B. Sevier. City staff present were John Taylor, Development Services Director, and JoAnn Wright, Development Services Administrative Assistant.

**AGENDA**

**A. ROLL CALL/CALL TO ORDER**

Commissioner Brian Heitzman conducted the roll:

Commissioner – Paul Dennis - Present

Commissioner – Jim Bob Sevier - Absent

Commissioner – Gary Speer - Present

Commissioner - Brian Heitzman- Present

Commissioner - Steve Keith – Present

Commissioner – Mark Lanier - Present

Commissioner – Rebecca Millikin - Present

Commissioner Heitzman declared a quorum and called the meeting to order at 6:06 pm.

- B. Public Forum: (Citizens are allowed 3 minutes to speak. If the issue is on the agenda, the Planning and Zoning Commission may choose to discuss and consider the item. If the issue is not on the agenda, the Commission is not permitted by state law to respond to or discuss the item other than to make statement of specific facts in response to a citizen's inquiry or to recite existing policy in response to the inquiry. The Commission may request the issue to be placed on a future agenda for action in accordance with state law. This forum is not the appropriate place to address complaints against Public Officials and/or Staff. Complaints of this nature should be made in writing and filed with the City Manager.)**

There were no public comments.

- C. Discuss, consider, and possible action on the February 4, 2021, Planning and Zoning Commission meeting minutes.**

Commissioner Keith made the motion to approve the minutes from the February 4, 2021 Planning and Zoning Commission Meeting. Commissioner Speers seconded the motion. The motion passed unanimously.

- D. Hold a public hearing on a rezoning request for a plus or minus 0.44-acre tract from "MF-1" Multi-Family 1 (Duplex) to "SF-3", Single Family Residential – The property is generally located at 304 N. Church.**

Commissioner Heitzman opened the public hearing at 6:17pm.

Development Services Director Taylor explained the purpose for this public hearing.

1. The property is located on the south west corner of N. Church Street and E. Cooper Street and the adjacent zoning is MF-1 to the north, west and south and SF-2 to the east.
2. A zoning change from MF-1 to SF-3 is considered a downzoning as the SF-3 district is a less intense zoning than MF-1. The MF-1 district is a duplex zoning, and the SF-3 zoning is for single family detached structures.
3. There currently two structures located on the property. One is a single-family house and the other is an accessory building that has been converted into a residential structure. The owner desires to plat the property so each existing residential structure is its own lot. The existing zoning allows a single family detached structure but when this occurs the ordinance requires the setback requirements of the SF-2 district. SF-2 has a side setback of 1' and the proposed zoning of SF-3 is 5'. This better accommodates the existing structures as there is 13 feet between the walls of the two houses.
4. The rear portion of this tract is intended to remain MF-1 zoning for future development of duplexes. To the east of the MF-1 zoning is C-2 Commercial zoning. A transition of SF-2 to SF-3 to MF-1 to C-2 is an appropriate land use transition.
5. Notices were sent out to all property owners within 200 feet of the parcel and a legal notice was run in the newspaper notifying of the public hearing to be held on 5-6-21 for Planning and Zoning Commission and 5//27/21 for the City Council.

Terry Hilliard, co property owner and resident of Tioga stated that work on the one-story house is being done at this time and is almost completed. It is the intent for the co-owner and his wife to restore the two-story house. The plan is to build duplexes on the third lot, later. There should be enough room to build three two-unit duplexes and still have room for parking.

**E. Discuss, consider, and possible action making a recommendation on a zoning request for a plus or minus 0.44-acre tract from "MF-1" Multi-family 1 (Duplex) to "SF-3", Single Family Residential - The property is generally located at 304 N. Church St.**

Commissioner Keith made the motion to recommend approval of the zoning request to SF-3 on lot 1 & 2 and make the recommendation to City Council to approve an ordinance for the zoning change as requested. Commissioner Lanier seconded the motion. The motion passed unanimously.

**F. Discuss, consider and possible action on a proposed Final Plat of Cooper Church Addition Lots 1-3, Block A**

Development Service Director Taylor stated that Mr. Hilliard is requesting approval of a final plat that will create 3 residential lots from a property that has never been platted. The property is general located at 304 N Church Street and is the southwest corner of Cooper Street and Church Street. Lots 1 and 2 have existing structures on them, Lot 1 is the original house and Lot 2 was an accessory building that was converted into a residential structure. The three proposed three lots exceed the required minimum lot sizes. The variance request is needed

due North Church street being on the Master Thoroughfare Plan as having a 65 foot Right Of Way which is 32.65 feet of Right of Way from the centerline of the road. These Right of Way Dedications are what causes the need for the front and north side setback variances. The two existing structures on Lots 1 and 2 both have large eaves which causes a violation of the side setback requirements of 5 feet between the structure and the internal side property line.

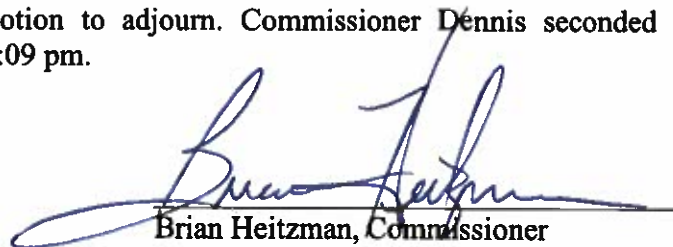
Commissioner Keith made the motion to make a recommendation to City Council to approve the plat as submitted with the requested variances to the City Council. Commissioner Lanier seconded the motion. The motion passed unanimously.

- G. Items for Future Discussion - The Planning & Zoning Commission may identify issues or topics that they wish to schedule for discussion at a future meeting. Commissioners shall not comment upon, deliberate, or discuss any item that is not on the agenda. Commissioners shall not make routine inquiries about operations or project status on an item that is not posted. Any Commissioner may, however, state an issue and a request that this issue be placed on a future agenda.**

Commission asked for discussion on containers being used for a business. Commission also asked for discussion on rezoning of Massey Road to match Comprehensive Plan. Commission also asked for research of some of the past requests for future discussions.

**H. Adjourn.**

Commissioner Keith made the motion to adjourn. Commissioner Dennis seconded the motion. The meeting adjourned at 7:09 pm.

  
Brian Heitzman, Commissioner

ATTEST:

  
JoAnn Wright, Development Services  
Administrative Assistant