

**City of Lake Worth  
Notice/Agenda for  
Planning and Zoning Commission (P & Z)  
Public Hearing/Regular Meeting  
Tuesday, October 18, 2016  
6:30 PM ~ Council Chambers  
3805 Adam Grubb ~ Lake Worth, Texas**

- 1. Call to Order.**
- 2. Pledge of Allegiance.**
- 3. Roll Call.**
- 4. Perform Oath of Office for appointed/reappointed Planning and Zoning Commission Members for Places 2, 4, and 6.**
- 5. Discussion/Action Items:**
  - a. Selection of a Commission Chair.
  - b. Selection of a Commission Vice-Chair.
- 6. Consent Agenda:**
  - a. Approval of minutes for the Planning and Zoning Commission Public Hearing/Regular Meeting on August 16, 2016.
- 7. Staff/Commission Reports:**
  - a. Announce Annual Employee Christmas Banquet and Service Awards Date.
- 8. Adjourn.**

**City of Lake Worth  
Planning and Zoning Commission  
Agenda Item Summary**

**Agenda Item:** 5a & 5b

**Originating Department:** Planning & Zoning

**Contact Person:** Suzanne Meason

**Meeting Date:** October 18, 2016

**Subject:** Selection of a Commission Chair & Selection of a Commission Vice-Chair.

**Item Summary:** You as members of the Planning and Zoning Commission (P & Z) will nominate and vote on a chair for the commission and then vice chair of the commission. The individual who is chosen for chair will conduct the P & Z meetings for the next year and the individual who is chosen for vice chair will act in the capacity as chair should that person not be available. Attached you will find the nomination/motion/voting information for the selection of the chair and vice chair positions. Any regular member of the Commission may be nominated to serve in either capacity. There must be a nomination and a second to count, and there may be more than one (1) nomination also. If you have any questions please don't hesitate to ask.

**Staff Recommendation:** Staff recommends that the commission members nominate and vote on a commission chair and then nominate and vote on a vice chair.

## CHAIR/VICE CHAIR MOTION INFORMATION

When we get to items 5a and b, please use the following format as far as nominations/motions are concerned. A commission member will make a nomination for the position of chair, the nomination must be seconded, then if someone else would like to make a nomination they would make another nomination and it would have to be seconded.

Then you would ask if there are any more nominations, if not you will say all in favor of \_\_\_\_\_ and then all in favor of \_\_\_\_\_

Then you would say by a vote of \_\_\_\_\_ to \_\_\_\_\_, \_\_\_\_\_  
*Vote count vote count board member name*

Commission member \_\_\_\_\_ was elected as Chair of the Commission.

This applies for position of Vice Chair also.

Selection of a chair and vice chair should be handled in this manner, verbatim.

If only one nomination is made, and seconded, the members will voted accordingly and Motion will be \_\_\_\_\_ board member is elected as Chair or Vice Chair of the Commission.

Notes if you need them to tally votes:

### a. Selection of a Commission Chair

Motion: \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_

To nominate:

Motion: \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_

To nominate:

Being no other nominations:

All those in favor of \_\_\_\_\_ Circle those voting for nominee:  
Campbell, Watkins, Turley, Biggers, Jones, Smith, and Wenger.

All those in favor of \_\_\_\_\_ Campbell, Watkins, Turley, Biggers, Jones, Smith, and Wenger.

By a vote of \_\_\_\_\_ to \_\_\_\_\_, \_\_\_\_\_ was elected as  
*Vote count Vote count Board member name*  
Chair of the Commission.

### b. Selection of a Commission Vice-Chair

Motion: \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_

To nominate:

Motion: \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_

To nominate:

Being no other nominations:

All those in favor of \_\_\_\_\_ Circle those voting for nominee:  
Campbell, Watkins, Turley, Biggers, Jones, Smith, and Wenger.

All those in favor of \_\_\_\_\_ Campbell, Watkins, Turley, Biggers, Jones, Smith, and Wenger.

By a vote of \_\_\_\_\_ to \_\_\_\_\_, \_\_\_\_\_ was elected as  
*Vote count Vote count Board member name*  
Vice-Chair of the Commission

**CITY OF LAKE WORTH  
Minutes for  
Planning and Zoning Commission (P & Z)  
Public Hearing/Regular Meeting  
Tuesday, August 16, 2016  
6:30 PM ~ Council Chambers  
3805 Adam Grubb ~ Lake Worth, Texas**

**1. Call to Order.**

Chair Jeannie Turley called the Planning and Zoning meeting to order at 6:30 p.m.

**2. Invocation and Pledge of Allegiance.**

Chair Jeannie Turley gave invocation and then led the attendees in the Pledge of Allegiance.

**3. Roll Call.**

Members present were Becky Campbell, Sherri Kubala Watkins, Patty Biggers, Jeannie Turley, Troy Jones, Diane Smith, and Sue Wenger.

City staff present were Suzanne Meason, Planning & Zoning Coordinator; Barry Barber, Building Official; Debbie Whitley, Assistant City Manager/Director of Finance; and Brett McGuire, City Manager.

**4. Consent Agenda.**

**a. Approval of minutes for the Planning and Zoning Commission Public Hearing/Regular Meeting on July 19, 2016.**

Sue Wenger made a motion, seconded by Diane Smith, to approve the Consent Agenda as presented. All members present voting for; motion passes.

**5. Public Hearing/Action Items:**

*Chair Jeannie Turley opened the Public Hearing at 6:31 p.m. and closed the Public Hearing at 6:34 p.m.*

- a. Planning & Zoning Case #PZ16-03:** Public Hearing/Action to consider an ordinance approving the use and operation of Retail Sales for an Ice/Water Dispensing Machine, a development plan, and site plan on Block C, Lot 11, Sansom Park Addition, Lake Worth, Tarrant County, Texas. The property is commonly known as 3020 Roberts Cut Off Road (Ice House will be 3022 Roberts Cut Off).

Ramon (Ray) Ibarra, with REI Construction was present to represent the applicant, and answer any questions the Commission may have.

Chair Jeannie Turley asked what the City's position was on the project. Ms. Meason advised that they had met all of the City requirements and staff was good with it.

Member Sue Wenger stated that the picture provided to the Commission is not of the actual structure. Mr. Ibarra advised that the structure would look very much like the picture provided, but it may be a different color stone or brick, etc.

Mr. Keith Stum, the property owner, asked what size the concrete pad would be and about how far the building set back from Roberts Cut Off Road would be. Mr. Ibarra advised that it was a two hundred sixty (260) square foot building (26' x 10'); Mr. Barber advised that it would be about thirty-five (35) foot off of the property line.

There was no one else wishing to speak in reference to this public hearing.

Troy Jones made a motion, seconded by Patty Biggers, to approve Planning & Zoning Case #PZ16-03 as presented. All members present voting for; motion passed.

## **6. Staff Reports:**

- a. Accepting applications for Boards/Commissions.

Ms. Meason informed the commission that the City was currently accepting applications for the Board of Adjustment and Planning & Zoning Commission. She advised that all members whose terms were up this year had reapplied and that there was one additional application turned in. She also told the members if they knew anyone interested in serving on the BOA to send them her way as she had no applicants apply at this time. Applications are due back no later than September 1<sup>st</sup>. The organizational meeting for appointments and such will be in October.

## **7. Adjourn.**

There being no further business to discuss Chair Jeannie Turley adjourned the meeting at 6:36 p.m.

APPROVED:

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Jeanie Turley  
Planning and Zoning Chair

ATTEST:

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Suzanne Meason  
Planning & Zoning Coordinator