

STATE OF TEXAS §
COUNTIES OF POTTER §
AND RANDALL §
CITY OF AMARILLO §

On the 10th day of June 2013, the Amarillo Planning and Zoning Commission met in a work session in Room 206, second floor of City Hall, at 2:45 PM to review agenda items, then convened in regular session at 3:00 PM in the Commission Chambers on the third floor of City Hall, 509 East 7th Avenue, Amarillo, Texas, with the following members present:

VOTING MEMBERS	PRESENT	NO. MEETINGS HELD	NO. MEETINGS ATTENDED
David Craig	Y	42	28
Dean Bedwell	Y	109	103
Judy Day, Chairman	Y	112	93
Casey Webb, Vice-Chairman	Y	42	35
Mike Good	Y	24	18
Anthony Ledwig	Y	24	20
Howard Smith	Y	147	128

PLANNING DEPARTMENT STAFF:

Kelley Shaw, Planning Director

Jan Sanders, Admin Tech

Chairman Day opened the meeting, established a quorum and conducted the consideration of the following items in the order presented. Kelley Shaw, Planning Director, read the staff reports and gave the recommendations for each item.

ITEM 1: Approval of the minutes of the May 20, 2013 meeting

A motion to approve the minutes of the May 20, 2013 meeting was made by Commissioner Bedwell, seconded by Commissioner Smith, and carried 5:0:2, with Commissioners Day and Good abstaining.

ITEM 2: Presentation and discussion of Subdivision regulations.

Chairman Day stated this item would be presented at the end of the published meeting.

ITEM 3: Z-13-17 Rezoning of Lot 9, Block 8, Fairview Townsite Addition, Section 123, Block 2, AB&M Survey, Potter County, Texas, plus one-half of all bounding streets, alleys and public ways to change from Residential District 3 to Residential District 3 with a specific use permit for the placement of a Type B Manufactured Home. (Vicinity: SE 6th Ave. & Dallas St.)
APPLICANT: Filadelfe Rivera

Mr. Shaw stated the applicant is requesting to replace his existing older Manufactured Home with a Type B Manufactured Home. A Type B home is built between 2007 and the current year. Mr. Shaw stated that staff was in agreement with the market analysis and that the placement of the proposed manufactured home would not create an adverse impact to the area.

Chairman Day asked if anyone present wished to speak in favor of the request. Jodi Reid, 3419 Nebraska, Program Director with Children’s Miracle Network, is working with the applicant in this request. Ms. Reid mentioned Children’s Miracle Network is purchasing this manufactured home and will be paying for any additional construction needs of the home.

Chairman Day asked if anyone present wished to speak against the request. No comments were made.

A motion to approve Z-13-17 was made by Commissioner Craig, seconded by Commissioner Webb and carried unanimously.

ITEM 4: V-13-02 Vacation of a portion of an existing 20ft. alley and a Public Utility Easement, in Block 1, Western Plateau Addition Unit No. 1, in Section 6, Block 9, BS&F Survey, Randall County, Texas. (Vicinity: SW 47th Ave. and Western St.)
APPLICANT: Stan Cosby

Mr. Shaw stated the applicant is requesting vacation of the Public Utility Easement and alley segment to begin construction of an addition to the existing St. Stephen's United Methodist Church (St. Stephen's). St. Stephen's will dedicate a new Public Ingress/Egress Easement for utility placement and enable access for solid waste vehicles. Mr. Shaw commented staff recommends approval of this item as presented.

A motion to approve V-13-02 was made by Commissioner Smith, seconded by Commissioner Bedwell and carried unanimously.

ITEM 5: P-13-35 Blair Addition Unit No. 1, a suburban subdivision to the City of Amarillo, being an unplatted tract of land in Section 36, Block 2, AB&M Survey, Potter County, Texas. (Vicinity: US Hwy 287 & S Parsley Rd)
DEVELOPER(S): Chuck Blair
SURVEYOR: Kevin Brown

Mr. Shaw stated the plat was not ready and could be resubmitted at a later date at no charge. A motion to deny P-13-35 was made by Commissioner Webb, seconded by Commissioner Ledwig and carried unanimously.

ITEM 6: P-13-36 Forest Hill Place Unit No. 6, an addition to the City of Amarillo being a replat of Lot 34 and a portion of Lot 33, Block 40, Forest Hill Place Unit No. 5, in Section 136, Block 2, AB&M Survey, Potter County, Texas. (0.52 acres)(Vicinity: NE 16th Ave. & Grand St.)
DEVELOPER(S): John Brown
SURVEYOR: H.O. Hartfield

Mr. Shaw stated the plat was not ready and could be resubmitted at a later date at no charge. A motion to deny P-13-36 was made by Commissioner Craig, seconded by Commissioner Webb and carried unanimously.

ITEM 7: P-13-37 Alta Vista Estates Unit No. 2, a suburban subdivision to the City of Amarillo, being an unplatted tract of land in Section 112, Block 9, BS&F Survey, Potter County, Texas. (Vicinity: Dowell Rd & SW 9th Ave)
DEVELOPER: Sam Coury
SURVEYOR: H.O. Hartfield

Mr. Shaw stated the plat was not ready and could be resubmitted at a later date at no charge. A motion to deny P-13-37 was made by Commissioner Bedwell, seconded by Commissioner Ledwig and carried unanimously.

CARRY OVERS:

ITEMS 8-10: P-13-31 Lakeside Estates Unit No. 6, P-13-32 University Heights Unit No. 7, P-13-33 Wolflin Estates Unit No. 9.

No action was taken on these plats.

ITEM 11: P-13-34 McCormick Estates Unit No. 6, a suburban subdivision to the City of Amarillo, being an unplatted tract of land out of Section 15, Block 6, I&GN RR. CO. Survey, Randall County, Texas. (3.00 acres)(Vicinity: Patton Ave. & Halsey Tr.)
DEVELOPER(S): Lindsey and Jonathan Johnson
SURVEYOR: Daryl Furman

Chairman Day stated that the plat was signed by the Deputy City Manager on June 7, 2013.

PENDING ITEMS:

ITEMS 12-24: P-08-10 The Woodlands of Amarillo Unit No. 14, P-10-19 Dixon Acres Unit No. 5, P-11-31 Sundown Acres Unit No. 6, P-11-54 Tradewind Air Park Unit No. 19, P-12-23 Soncy Estates Unit No. 3, P-12-45 Redstone Addition Unit No. 1, P-12-52 Bowns Industrial Park Unit No. 1, P-13-05 Beverly Gardens Unit No. 22, P-13-20 The Greenways at Hillside Unit No. 28, P-13-24 City View Estates Unit No. 13, P-13-25 City View Estates Unit No. 14, P-13-27 Avonbell Addition Unit No. 3, P-13-30 The Park Unit No. 7.

No action was taken on these plats.

ITEM 2: Presentation and discussion of Subdivision regulations.

Mr. Shaw gave a brief recap of the previous Subdivision regulation presentation, before expounding upon the current 22-day plat schedule. Mr. Shaw mentioned three issues with the current review process are: 1) plans are not required for plat approval and issues can arise later with plans that affect an approved plat; 2) no 'deadlines' for plats, meaning a plat review can go on without end; and 3) plats may be submitted to numerous departments at different times and with varying individuals thus communication may be hampered. The proposed solution was summed up with these expectations: 1) holding staff accountable by processing plats with new deadlines; 2) holding the development community accountable to these deadlines as well or the plat will be denied (and not on the carryover list); and 3) amend current process and procedures to promote better communication, coordination, and timeliness of approvals. Mr. Shaw advised most cities require plans for public improvements must be submitted along with the plat. We feel submission of the plans along with the plat to one department will streamline the entire plat process. Planning will distribute all documents to the departments involved, while maintaining a strict schedule for returning comments and on to the developers.

Mr. Shaw then presented the proposed six weeks Plat Approval Timeline. New requirements would include a pre-submittal conference, an application completeness review, a 30-day approval waiver available and a developer agreement. Week one begins with a required pre-submittal conference for all plats requiring public improvements. Staff and Developer will review the proposed plat and discuss the necessary documents that must be submitted for a complete application. Staff will then have one week to determine if the application is complete and notify the Developer of their findings. If the application is complete, the 30-day State deadline clock will commence with the formal plat review process. During week five if corrections are not submitted or issues have developed, Staff will encourage the Developer to sign the 30-day waiver. This waiver gives the Developer additional time to submit corrections or runs the risk of the plat being denied. Week six allows Staff time to review making sure the plat is ready for submission to the Planning and Zoning Commission (P & Z). If problems arise this week, the 30-day waiver must be signed or the P & Z will deny the plat. All approved plats must have a signed Developer Agreement (form of surety for required improvements) before the plat will be filed with the county. If such agreement is not executed, the plat will expire and no longer exist. Mr. Shaw commented once the Plat Approval Timeline Ordinance is completed, another meeting will be held with surveyors, engineers, and major sub-division developers before presenting to the P & Z and City Commission for final approval.

ITEM 25: Public Forum: Time is reserved for any citizen to comment on City zoning or planning concerns; however, the Commission can take no action on any issue raised.

No comments were made.

ITEM 26: Discuss Items for Future Agendas.

No further comments were made and meeting adjourned at 3:55 p.m.

Kelley Shaw, Secretary
Planning & Zoning Commission