

MINUTES OF THE PLANNING & ZONING COMMISSION
November 7, 2016

The Planning and Zoning Commission of the City of Hunters Creek Village, Texas, convened a regular meeting on November 7, 2016 at 6:00 p.m. in the City Hall at #1 Hunters Creek Place, Hunters Creek Village, Texas.

The meeting was called to order at 6:03 p.m. by Chairman Bill Dalton. In attendance were Commissioners Bill Dalton, David Childers, John Abercrombie, Charles Martin and Alan Daughtry. Also in attendance were: John Hightower, City Attorney; Tom Fullen, City Administrator; Crystal Dozier, City Secretary; Robert Pemberton, Building Official; and Steve Byington, City Engineer.

1. Discussion and possible action to consider approval of the minutes of the October 3, 2016 regular meeting.

A motion was made by Commissioner Daughtry to approve the minutes from the October 3, 2016 meeting and Commissioner Childers seconded the motion. The vote to approve the motion was unanimous.

2. Discussion and possible action to consider amending the Zoning Chapter to prohibit windows on detached garages, and to limit the size of breezeways connecting detached garages to houses.

A motion was made by Commissioner Daughtry to table the item to a future meeting and Commissioner Martin seconded the motion. The vote to approve the motion was unanimous.

3. Consideration and possible action to adopt a preliminary report on the request, from the Chinese Baptist Church, to amend the Zoning Chapter to approve a Specific Use Permit allowing the operation of a day school on the church premises located at 900 Brogden Road in Zoning District R in the City of Hunters Creek Village.

Robert Kwok, Board Member of Trinity Classical School, made a presentation to the Commission on behalf of the Chinese Baptist Church and explained to the Commission how the planned day school would operate.

A motion was made Commissioner Daughtry with a second by Commissioner Martin to adopt a preliminary report, and call for a public hearing, as follows:

The Commission is of opinion that the application should be granted and that the City Council should amend the Zoning Chapter to approve a specific use permit allowing the operation of a day school on the church premises at 900 Brogden Road under the conditions listed below.

- a. **Hours of operation for the school - limited to: i) 7:30 am to 4:45 pm, Monday, Wednesday and Friday for regular school activities; and ii) no more than four special events a month to be held after the close of regular school hours.**
- b. **Number of students - The total number of students is limited to 350.**

- c. **Student drop off and pickup** - Drop off and pick up of students shall be staggered, with release in groups of no more than 8 or 10 cars at a time.
- d. **Traffic Control** – The School shall provide traffic control and security through Memorial Village Police Department on an as needed basis.
- e. **Building Code** – Any church facilities used by the school must meet all applicable building code requirements.
- f. **Outdoor sports activities** – No outdoor sports activities shall be allowed on the Church Premises, other than running or walking.

A public hearing on the proposed zoning change shall be held by the Commission on December 5, 2016 at 6:00 p.m. at City Hall.

The vote to approve the motion was unanimous.

- 4. Consideration and possible action to adopt a preliminary report on the application, by the Memorial Village Water Authority, to amend the Zoning Chapter to approve a Specific Use Permit allowing the renovation and expansion of the Authority's utility substation and pump station at 741 W. Creekside Drive in Zoning District R in the City of Hunters Creek Village.

A motion was made by Commissioner Abercrombie, with a second by Commissioner Daughtry, to table this item to the next meeting and to direct the applicant to review and address the following options and issues: burying the water tanks, a single tank vs. two tanks, the limitations imposed by the abandoned pipeline, water tank height and long term needs for water capacity. The vote to approve the motion was unanimous.

- 5. Discussion and possible action to consider any future agenda items.

No action was taken on this item.

Adjourn open meeting

With no further business coming before the Commission, a motion was made by Commissioner Daughtry, with a second by Commissioner Abercrombie, to adjourn the meeting. The motion carried unanimously. The meeting adjourned at 8:07 p.m.

Respectfully Submitted,

Crystal R. Dozier, TRMC
City Secretary

These minutes were approved on the 5th day of December, 2016