

**MINUTES OF A SPECIAL MEETING OF THE PLANNING AND ZONING COMMISSION OF THE CITY OF PEARLAND, TEXAS, HELD MONDAY APRIL 5, 1993, IMMEDIATELY FOLLOWING THE PUBLIC HEARING IN THE CITY COUNCIL CHAMBERS, CITY HALL, 3519 LIBERTY DRIVE, PEARLAND, TEXAS**

The meeting was called to order at 7:55 P.M. with the following present:

Chairman	Richard Tetens
Vice Chairman	Emil Beltz
Commissioner	Helen Beckman
Commissioner	Mary Starr
Commissioner	Pat Lopez
Commissioner	James Garner
Commissioner	Jack Womack
Division Director - Planning, Public Works & Parks	Richard Burdine
Chief Building Official	Don Guynes
Assistant to City Secretary	Sharon Parks

**APPROVAL OF MINUTES**

It was moved by Commissioner James Garner, seconded by Commissioner Mary Starr, that the minutes of March 23, 1993 be approved with corrections on the motion for a variance request for Countryplace Secion 7. The motion was stated as passed by 5 to 1; however, it should have read 4 to 1. Also the motion for the Preliminary Plat of Countryplace Section 7 was stated as passed by 4 to 0; however, it should have read 4 to 2.

Motion passed 7 to 0.

**NEW BUSINESS**

**FINAL PLAT OF WILLOWICK SECTION 2 BEING A 25.8486 ACRE TRACT OF LAND OUT OF THE NORTHWEST ONE-FOURTH OF SECTION II H.T. & B.R.R. CO. SURVEY A-239 BRAZORIA COUNTY, TEXAS AS PER BOUNDARY SURVEY BY WALKER TREESH**

Staff stated that all of the following suggested changes for the above mentioned plat have been made:

1. North point must show deviation if magnetic.
2. Submit final executed Deed Restrictions.
3. Submit a letter or certificate from a title guaranty company or a title attorney indicating a current search.
4. Plat must have live signatures of owners, and a survey with a seal.
5. Provide a space for city attorney's signature and date.
6. Remove "Al Lentz" as Chairman and add "Richard Tetens".
7. Change vice-chairman to "Emil Beltz".
8. Construction drawings must be submitted and approved prior to submitting the final plat.
9. Fees for the Final Plat in the amount of \$624.00 are due prior to the meeting.

It was moved by Commissioner James Garner, seconded by Commissioner Pat Lopez, that the Final Plat of Willowick Section 2 be approved.

Motion passed 7 to 0.

**AMENDED PLAT OF LOTS 26 & 27, BLOCK 4, GREEN TEE TERRACE SECTION ONE**

Staff stated that all of the following suggested changes on the above mentioned plat have been made:

1. Under the title, add "A Subdivision in Pearland, Harris County, Texas".
2. Add "Pearland City Attorney, Lester Rorick", to the plat.
3. North point, if magnetic, must show the deviation.
4. Must have surveyor's seal on the plat.
5. Live signatures of owners required.
6. Submit a letter or certificate from a title guaranty company or a title attorney indicating a current search.
7. Must show owners of Lots 25 & 28.
8. Remove statement by City Engineer. Leave signature line.

It was moved by Commissioner Mary Starr, seconded by Commissioner Helen Beckman, that the amended plat of Lots 26 & 27, Block 4, Green Tee Terrace Section One be approved.

Motion passed 7 to 0.

**VARIANCE REQUEST ON COUNTRYPLACE SECTION 5**

It was moved by Commissioner James Garner, seconded by Commissioner Jack Womack, to table the above variance request on Countryplace Section 5 until there is a representative for Countryplace present.

Motion passed 7 to 0.

**VARIANCE REQUEST ON COUNTRYPLACE SECTION 6**

It was moved by Commissioner Jack Womack, seconded by Commissioner Emil Beltz, to table the above variance request on Countryplace Section 6 until there is a representative for Countryplace present.

Motion passed 7 to 0.

#### CHANGES TO RULES AND PROCEDURES

It was moved by Commissioner Pat Lopez, seconded by Jack Womack, to adopt the amended Rules and Procedures.

Motion passed 7 to 0.

#### DIRECTOR'S REPORT

Division Director Richard Burdine briefly discussed the draft of a park dedication ordinance which will be discussed at length at the April 20 special meeting. Other items discussed were the thoroughfare plan of which he would like to start preliminary discussions at the April 20 meeting and the status of the sign ordinance.

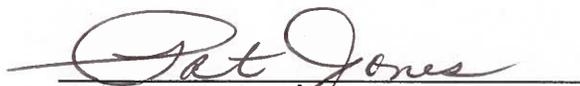
#### ADJOURNMENT

The meeting adjourned at 8:37 P.M.

Minutes approved as submitted and/or corrected this 20<sup>th</sup> day of April A.D., 1993.

  
Richard Tetens, Chairman

ATTEST:

  
Pat Jones, City Secretary

SPECIFIC USE 24, 25, & 26 ITEMS WERE INADVERTENTLY LEFT OFF THE 4-5-93 AGENDA FOR THE SPECIAL MEETING OF THE P&Z, SO ANOTHER SPECIAL MEETING WAS HELD ON 4-8-93 FOR RECOMMENDATIONS FOR THESE ITEMS.



# City of Pearland

P. O. Box 2068 • Pearland, Texas 77588-2068 • 485-2411

TO: Planning and Zoning Commission *ba*  
FROM: Don E. Guynes, Chief Building Official  
DATE: January 6, 1993  
RE: Final Plat of Willowick, Section 2

The following are suggested changes for your approval on the above mentioned plat:

1. North point must show deviation if magnetic.
2. Submit final executed Deed Restrictions.
3. Submit a letter or certificate from a title guaranty company or a title attorney indicating a current search.
4. Plat must have live signatures of owners, and a survey with a seal.
5. Provide a space for city attorney's signature and date.
6. Remove "Al Lentz" as Chairman and add "Richard Tetens".
7. Change vice-chairman to "Emil Beltz".
8. Construction drawings must be submitted and approved prior to submitting the final plat.
9. Fees for the Final Plat in the amount of \$624.00 are due prior to the meeting.



*Revised*

**PLANNING AND ZONING COMMISSION**

**PEARLAND, TEXAS**

**RULES OF PROCEDURE**

**1.00 ORGANIZATION AND OFFICERS**

**1.01 ORGANIZATION**

The Planning and Zoning Commission shall consist of those members appointed by the City Council and shall be organized under the laws of the State of Texas, the City Charter, and Ordinance No. 509.

**1.02 OFFICERS**

A Chairman and Vice Chairman shall be elected at such time as those offices may become vacant. At any meeting of the Planning and Zoning Commission, if neither the Chairman nor the Vice Chairman is present or is abstaining from discussion, then those Commission members present shall elect one of their number to be the Chairman for conducting the meeting as provided herein.

**1.03 DUTIES**

The Chairman, or in the absence of the Chairman, the Vice Chairman or other member elected as temporary chairman, shall preside at meetings and shall decide all points of order or procedure.

**1.04 RULES OF ORDER**

ROBERT'S RULES OF ORDER, latest revision, shall be the Commission's final authority on all questions of procedure and parliamentary law not covered by these Rules of Procedure or the City's Charter.

**2.00 MEETINGS**

**2.01 MEETING DATE**

The Planning and Zoning Commission shall meet at 7:00 P.M. on the first Tuesday of the month which is subject to adjustment if a conflict arises.

**2.02 QUORUM**

A quorum shall consist of a majority of the members qualified and serving on the Commission.

**2.03 PRESIDING OFFICER**

The Chairman, or in his absence the Vice Chairman, shall preside at all meetings of the Commission. In the absence of the Chairman and the Vice Chairman, any member elected by a majority of the Commission at such meeting may preside unless another member has been designated by the Chairman for such purpose.

**2.04 AGENDA**

An agenda shall be prepared by the person performing the duties of the City Secretary for each meeting of the Commission. The agenda shall include applications prepared and submitted according to ordinances and procedures provided herein.

**2.05 CITIZEN'S RIGHT TO BE HEARD**

Any citizen shall have a reasonable opportunity to be heard at all regular and special meetings of the Commission. However, the Commission shall not take additional testimony on a public hearing in a regular meeting. Persons wishing to speak shall sign up with the City Secretary by 12:00 noon on Friday preceding the day of the meeting. The Commission requests that each speaker limit his/her presentation to three minutes. No member of the public shall be heard unless recognized by the Chairman. Any member of the public who interrupts the Commission proceedings, fails to abide by these rules of procedure in addressing the Commission, or is otherwise disruptive to the extent the Commission is unable to conduct its meeting in an orderly fashion, shall be subject to removal from the meeting place upon the direction of the Commission. Records relating to items before the Commission shall be available for public inspection at the City Hall.

**3.00 CONDUCTION OF MEETINGS**

**3.01 CALL TO ORDER**

After determining a quorum is present, the Chairman shall call the Commission to order and the Secretary shall record the members present and absent; minutes of prior meetings shall be considered for approval; reports of the Chairman

shall be received; the citizens in general shall be heard; and other items placed on the agenda shall be heard.

**3.02 VOTE REQUIRED**

A majority of the Commissioners which constitute a quorum at any meeting shall be necessary to approve or disapprove items of business.

**4.00 MINUTES**

The structure of the Minutes shall follow the order of the agenda as amended. An audio recording of all Commission meetings shall be made with said recordings retained in the office of the City Secretary. The minutes shall provide formal record of the Commission's actions, including the name of the mover and seconder by motions, the specific construction of motions, and the voting record.

PASSED, APPROVED, and ADOPTED, as amended, by the Planning and Zoning Commission of the City of Pearland on this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 1993.

\_\_\_\_\_  
Richard Tetens, Chairman

ATTEST:

\_\_\_\_\_  
Pat Jones, City Secretary

**AGENDA - SPECIAL MEETING OF THE PLANING AND ZONING COMMISSION OF THE CITY OF PEARLAND, TEXAS, TO BE HELD MONDAY, APRIL 5, 1993, IMMEDIATELY FOLLOWING THE PUBLIC HEARING, IN THE CITY COUNCIL CHAMBERS, CITY HALL, 3519 LIBERTY DRIVE, PEARLAND, TEXAS**

- I. CALL TO ORDER
- II. APPROVAL OF MINUTES: Meeting of March 23, 1993
- III. NEW BUSINESS
  1. CONSIDERATION AND POSSIBLE ACTION - Final Plat of Willowick, Section 2 being a 25.8486 acre tract of land out of the northwest one-fourth of Section II H.T.& B. R.R. Co. Survey A-239 Brazoria County, Texas as per boundary survey by Walker Treesh
  2. CONSIDERATION AND POSSIBLE ACTION - Amended Plat of Lots 26 & 27, Block 4, Green Tee Terrace, Section One
  3. CONSIDERATION AND POSSIBLE ACTION - Request by Steven P. Gardner of Bernard Johnson, Inc., agent for U.S. Homes, for a variance on Countryplace Section 5 on the following items:
    - a. Use of a 20 ft. front building line in lieu of a 25 ft. front building line
    - b. Use of a 5 ft. side building set back line on each side of the lot for a 10 ft separation between houses instead of a minimum 7 ft. side set back each side and a total of 15 ft. separation between houses
  4. CONSIDERATION AND POSSIBLE ACTION - Request by Steven Gardner of Bernard Johnson, Inc., agent for U.S. Homes, for a variance on Countryplace Section 6 on the following items:
    - a. Use of a 45 ft. wide lot
    - b. Use of a 20 ft. front building line in lieu of a 25 ft. front building line
    - c. Use of 5 ft. side building set back line on each side of the lot for a 10 ft. separation between houses instead of a minimum 7 ft. side set back each side and a total of 15 ft. separation between houses.

CONSIDERATION AND POSSIBLE ACTION - Changes to  
Rules and Procedures

IV. DIRECTOR'S REPORT

1. Discussion of Park Dedication

V. ADJOURNMENT

POSTED: 2<sup>nd</sup> DAY OF April, A.D., 1993 5:00 P.M.

REMOVED: \_\_\_\_\_ DAY OF \_\_\_\_\_, A.D., 1993.