

Dan Davis, Chair
William L. Fraser, Commissioner
Richard Farris, Jr., Commissioner
Mary Cox, Commissioner
Jennifer Thomason, Commissioner
Grizelda Castillo, Commissioner
Alex Nemer II, Commissioner

Greg Laudadio, Planner, HPO
Mark Miears, Dev. Services Director



**NOTICE OF MEETING
PLANNING AND ZONING
COMMISSION
July 23, 2021
1:30 p.m.
City Council Chambers
504 N. Queen Street
Palestine, Texas**

Zoom Link:

<https://us02web.zoom.us/j/89536987771?pwd=bXVySUZMeIE3Nnl6UEVEN2NldkxVZz09>

Meeting ID: 895 3698 7771

Passcode: 551642

One tap mobile

+13462487799,,89536987771#,,, *551642# US

Note: when you are joining a Zoom meeting by phone, you can use your phone's dial pad to enter the commands *6 for toggling mute/unmute and *9 to "raise your hand." [Learn more here.](#)

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A. CALL TO ORDER

B. PROPOSED CHANGES OF AGENDA ITEMS

C. PUBLIC COMMENTS

Any citizen wishing to speak during public comments regarding an item on or off the agenda may do so after completing the required Request to Speak form. All comments must be no more than five minutes in length. Any comments regarding items not on the posted agenda may not be discussed or responded to by the Commissioners. Members of the public may join via Zoom or in person.

D. CONFLICT OF INTEREST DISCLOSURES

E. APPROVAL OF MINUTES

1. Consider approval of minutes from the Planning & Zoning Meeting held on July 1, 2021.

F. PUBLIC HEARINGS / DISCUSSION AND ACTION ITEMS

1. Public hearing and discussion with possible action regarding a request by the Palestine Economic Development Corporation for a Zoning Change from I - Industrial zoning to HC - Highway Commercial zoning at the following location inside the Willow Creek Business Park: Willow Creek Business Park Phase 1 Block 1 Lot 1R1.

G. **COMMISSION COMMENTS AND FUTURE AGENDA ITEMS**

The Commission may discuss and receive input from Staff concerning the status of current and proposed development projects, zoning and development code items, and other relevant information.

H. **ADJOURNMENT**

I certify that the above Notice of Meeting was posted on the outdoor bulletin board at the main entrance to City Hall, 504 N. Queen Street, Palestine, Texas, in compliance with Chapter 551 of the Texas Government Code on **Tuesday, July 20, 2021, at 11:00 a.m.**



Greg Laudadio, Planner, HPO

IN ACCORDANCE WITH THE PROVISIONS OF THE AMERICANS WITH DISABILITIES ACT (ADA) PERSONS IN NEED OF SPECIAL ACCOMMODATION TO PARTICIPATE IN THIS PROCEEDING SHALL, CONTACT THE CITY SECRETARY'S OFFICE VIA EMAIL AT therrera@palestine-tx.org or 903-731-8414.



Agenda Date: 07/23/2021
To: Planning and Zoning Commission
From: Greg Laudadio, Planner/HPO
Agenda Item: Meeting Minutes from Planning & Zoning Regular Meeting 7/1/2021
Date Submitted: 07/19/2021

SUMMARY:

Review minutes from the Planning & Zoning Meeting held on July 1, 2021.

RECOMMENDED ACTION:

Review minutes from the Planning & Zoning Meeting held on July 1, 2021.

CITY MANAGER APPROVAL:

Attachments

7/1/2021 P&Z Minutes

MEETING MINUTES - PLANNING AND ZONING COMMISSION

July 1, 2021

Those in attendance:

Chair: Dan Davis

Commissioners: William L. Fraser, Mary Cox, Jennifer Thomason, Grizelda Castillo, Alex Nemer II

Greg Laudadio, Planner, HPO, Ken Flynn, Interim Director of Development Services

A. CALL TO ORDER - * **Meeting Called to order at 1:31 pm**

B. PROPOSED CHANGES OF AGENDA ITEMS - * **None**

C. PUBLIC COMMENTS - * **None**

D. CONFLICT OF INTEREST DISCLOSURES - * **None**

E. PUBLIC HEARINGS - * **The Public Hearing was opened at 1:34pm**

1. Public hearing regarding Article II Division 1 Sec. 39.2.1-2 Zoning Map – Change wording on the map legend to reflect MHP Manufactured Home Park, and Article V Division 3 Use Definitions – to add the definition of MHO Manufactured Home Overlay.

2. Public hearing regarding Article II Division 2 Sec. 39.2.2-12 Manufactured Home Overlay District – to correct grammatical errors and section reference, and Article II Division 3 Sec. 39.2.3-4 to add Manufactured Home Overlay as a location applicable in this section.

3. Public hearing regarding Article IV Division 3 Sec. 39.4.3-2 Specific Use Permit (SUP) Process - to correct the associated fee from \$125.00 to \$150.00, and to remove items not applicable to this section.

4. Public hearing regarding Article IV Division 3 Sec. 39.4.3-2 Specific Use Permit (SUP) Process – to update the portion pertaining to the front orientation and placement of a manufactured home.

5. Public hearing regarding Spatial Requirements for Manufactured Homes in all zoning districts where allowed; Section 39.4.3-2 SUP Process, Section 39.2.2-6 .5 Spatial Requirements Table, and Section 39.2.2-12 Manufactured Home Overlay District.

*** The Public Hearing was closed at 1:43pm**

F. APPROVAL OF MINUTES

1. Consider approval of the minutes from the June 3, 2021, regular Planning & Zoning meeting.

*** Motion to approve the minutes as presented was made by Alex Nemer, second by Bill Fraser. Upon vote, the motion passed unanimously.**

G. DISCUSSION AND ACTION ITEMS

1. Discussion and take action regarding Article II Division 1 Sec. 39.2.1-2 Zoning Map – Change wording on the map legend to reflect MHP Manufactured Home Park, and Article V Division 3 Use Definitions – to add the definition of MHO Manufactured Home Overlay.

*** Motion to approve corrected wording on the map legend and to add the Manufactured Home Overlay definition to the ordinance was made by Alex Nemer, second by Bill Fraser. Upon vote, the motion passed unanimously.**

2. Discussion and take action regarding Article II Division 2 Sec. 39.2.2-12 Manufactured Home Overlay District– to correct grammatical errors and section reference, and Article II Division 3 Sec. 39.2.3-4 to add Manufactured Home Overlay as a location applicable in this section.

*** Motion to approve corrections to grammar and section reference was made by Alex Nemer, second by Bill Fraser. Upon vote, the motion passed unanimously.**

3. Discuss and take action regarding Article IV Division 3 Sec. 39.4.3-2 Specific Use Permit (SUP) Process to correct the fee from \$125.00 to \$150.00, and to remove items not applicable to this section.

*** Motion to approve corrections was made by Alex Nemer, second by Jennifer Thomason.**

Upon vote, the motion passed unanimously.

4. Discuss and take action regarding Article IV Division 3 Sec. 39.4.3-2 Specific Use Permit (SUP) Process to update the portion pertaining to the front orientation and placement of a manufactured home.

*** Motion to approve updated wording was made by Jennifer Thomason, second by Grizelda Castillo.**

Upon vote, the motion passed unanimously.

5. Discussion and take action regarding Spatial Requirements for Manufactured Homes in all zoning districts where allowed; Section 39.4.3-2 SUP Process, Section 39.2.2-6 .5 Spatial Requirements Table, and Section 39.2.2-12 Manufactured Home Overlay District.

*** Motion to approve corrections to the Spatial Requirements Table in Section 39.2.2-6 and assign a 1,000 sq ft minimum for manufactured homes in the MHP Zone and MHO Overlay and assign a 1,450 sq ft minimum in areas where allowed by SUP was made by Bill Fraser, second by Grizelda Castillo.**

Upon vote, the motion passed unanimously.

H. COMMISSION COMMENTS AND FUTURE AGENDA ITEMS –

*** The commission was briefed by Ken Flynn.**

I. ADJOURNMENT – *** Meeting was adjourned at 2:28 pm.**

Certification:

Dan Davis, Chair:



Agenda Date: 07/23/2021

To: Planning and Zoning Commission

From: Greg Laudadio, Planner/HPO

Agenda Item: Discuss and take action regarding a Re-Zoning request in the Willow Creek Business Park.

Date Submitted: 07/19/2021

SUMMARY:

A request has been made by the Palestine Economic Development Corporation for a Zoning Change from I - Industrial zoning to HC - Highway Commercial zoning at the following location inside the Willow Creek Business Park:

Willow Creek Business Park Phase 1 Block 1 Lot 1R1

A public hearing is to be held, followed by consideration of the requested change.

RECOMMENDED ACTION:

A request has been made by the Palestine Economic Development Corporation for a Zoning Change from I - Industrial zoning to HC - Highway Commercial zoning at the following location inside the Willow Creek Business Park:

Willow Creek Business Park Phase 1 Block 1 Lot 1R1

A public hearing is to be held, followed by consideration of the requested change.

CITY MANAGER APPROVAL:
