

**MINUTES**  
**PLANNING AND ZONING COMMISSION**

The Planning and Zoning Commission of the City of Burkburnett, Texas met in a regular scheduled meeting on September 9, 2019, at 6:00 p.m. in the Council Chambers of the City Hall, 501 Sheppard Road, Burkburnett, Texas. The meeting was open to the public with notice given in compliance with the Open Meetings Act. The following Commission members were present:

Mark Barefield	Commissioner
Paul Gerstner	Commissioner
Carla Walters	Commissioner
Robert Jones	Alternate

The Chairperson, Commissioner Cornelius was not present.

Others present were Richard Gordon, Director of Planning; and Margie Poole, City Clerk.

**ITEM 1.** Acting Chairperson Paul Gerstner called the meeting to order at 6:00 p.m.

**ITEM 2.** Discuss and take any action necessary on approval of minutes from August 5, 2019.

Commissioner Barefield made the motion, seconded by Commissioner Walters, to approve the minutes from August 5, 2019. Motion carried unanimously.

**ITEM 3.** Discuss and take any action necessary on a Site Plan to construct a Commercial Building for a new veterinarian clinic at Red River Expressway in Burkburnett, Texas.

Mr. Richard Gordon, Director of Planning, addressed the Commissioners and stated that the location of this property is just south of the Lighthouse Church and just north of Ellett Air Conditioning. Alix Hill, DVM will be constructing a new 3000 square foot office facility. The location is within an existing commercial/business zone, and the developer has satisfied requirements as set forth by the zoning ordinance. A specific use permit would be required for the outdoor boarding of animals on site. The City will waive the sewer requirement and allow use of a septic tank.

Commissioner Jones made the motion, seconded by Commissioner Walters, to approve the Site Plan for the new veterinarian clinic. Motion carried unanimously.

**ITEM 4.** There were no public comments.

**ITEM 5. DIRECTOR OF PLANNING COMMENTS**

Mr. Richard Gordon, Director of Planning, addressed the Commissioners and stated effective September 1, 2019, the Legislature made some changes affecting Planning & Zoning. One of which is that cities are now required to take final action on any applications within 30 days of receipt of all information (permits, site plans, zoning, building plans, etc.). Usually, this Commission acts within 30 days. The challenge is with the varying requirements of posting in the newspaper (up to 15 days in advance), and with the newspaper being a weekly publication, it could potentially be the third week before the action appears before the Board. The net effect is

that the Board will have to have a couple of extra meetings a year to stay within the 30-day requirement for final action. If final action is not taken within the 30-day window, it is presumed approved. Mr. Gordon commented that applications would not be accepted until all supporting documentation is included.

Mr. Gordon then updated the Commission on upcoming rezones for multifamily residential properties, replats, and future Burkburnett Development Corporation projects.

**ITEM 6.** There were no Commissioners comments.

**ITEM 7.** Commissioner Jones made the motion, seconded by Commissioner Barefield, to adjourn. Motion carried unanimously, and the meeting adjourned at 6:33 p.m.

---

Tim Cornelius, Chairperson

**ATTEST:**

---

Richard Gordon, Director of Planning