MINUTES
PLANNING AND ZONING COMMISSION

The Planning and Zoning Commission of the City of Burkburnett, Texas, met in a Regular Called Meeting on December 5, 2022, at 6:00 pm at City Hall-Council Chambers, 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:

Susie Hill  Chairperson
Shiela Johnson  Commissioner
Mark Barefield  Commissioner
Carla Walters  Commissioner

Sarah Culp, Director of Community Planning was also present. Commissioner Torres was absent.

ITEM 1. CALL MEETING TO ORDER

Chairperson Hill called the meeting to order at 6:05 pm.

ITEM 2. CONSENT AGENDA

Approval of Minutes from the November 7, 2022 Regular Meeting.

Commissioner Barefield made a motion to approve the minutes from November 7, 2022, seconded by Commissioner Johnson. The Motion carried unanimously.

ITEM 3. PERSONAL/AUDIENCE COMMENTS

The Board invites citizens to speak on any topic. Please fill out a "Public Comments" form and submit the form before 8:00 am to Planning Director Sarah Culp. Public comments are limited to five (5) minutes with a possible two (2) minute extension following the approval by a majority vote of the Board. The Chairperson may adjust time limits to accommodate more or fewer speakers. Unless the item is specifically noted on this agenda, the Board is required under the Texas Open Meetings Act to limit its response to a statement of specific factual information or reciting the City's existing policy on that issue.

There were no public comments.

ITEM 4. Discuss and take any action necessary on amending Zoning Ordinance #589 Appendix A-1 Definitions to add the definition of Smoke/Tabacco Shop and adding it to the Retail and Services Use Chart.

Discussion was had on defining a smoke/tobacco shop. Commissioner Barefield made a motion to approve the definition as written with the exclusion of being able to use products inside the store. Seconded by Commissioner Walters. Yea: Commissioners Barefield and Walters, Nay: Chairperson Hill and Commissioner Johnson. Motion failed.

ITEM 5. DIRECTOR OF PLANNING COMMENTS

• Move January's meeting from January 2nd to January 9th, 2023
  ○ Everyone agreed to move the meeting to January 9th, 2023
ITEM 6. COMMISSIONERS' COMMENTS

ITEM 7. ADJOURNMENT

Chairman Hill made a motion to Adjourn at 6:10 pm. Seconded by Commissioner Torres. Motion carried unanimously.

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Chairman Susie Hill

ATTEST:

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Sarah Culp, Planning Director