Harker Heights
The Bright Star Of Central Texas

Minutes of the Harker Heights Planning & Zoning Commission Meeting
January 12, 2022

Present:

Commission

Larry Robison	Chairman
Robert Robinson III	Vice Chairman
Rodney Shine	Commissioner
Stephen Watford	Commissioner
Michael Stegmeyer	Secretary
Bary Heidtbrink	Commissioner
Natalie Austin	Commissioner
Jerry Bess	Commissioner
Allen Strickland	Alternate Commissioner
Elizabeth McDaniel	Alternate Commissioner
Monica Washington	Alternate Commissioner

Staff

Kristina Ramirez	Planning and Development Director
Yvonne K. Spell	City Planner
Gary Bates	IT Director
Wilson Everett	Planning and Development Administrative Assistant
Courtney Fye	Building Official Secretary
Eric Moree	Building Inspector
Calvin Fleming	Code Enforcement Officer

Absent:

Joshua McCann	Commissioner

Meeting Agenda:

Agenda Item I: A quorum was established, and meeting for the Planning and Zoning Commission was called to order at 5:34 P.M.

Agenda Item II: Invocation & Pledge of Allegiance

Agenda Item III: Swear in Members and Alternates of the Planning and Zoning Commission (as needed). There were no additional members who needed to be sworn in at this time.

Agenda Item IV: IV. Elect Planning and Zoning Commission Officers: Chairman, Vice Chairman, and Secretary. Commissioner Robinson made a motion to elect Larry Robison as the Chairman, Robert Robinson as the Vice Chairman, and Michael Stegmeyer as the Secretary. Commissioner Heidtbrink seconded the motion. Chairman Robinson amended the motion, Vice Chairman agreed to the amendment, and Commissioner Heidtbrink agreed to second the amendment. **The motion was approved (8-0).**

Agenda Item V: Turn over to Building & Standards Commission- A quorum was established, and the meeting for the Building and Standards Commission was called to order at 5:40 P.M.

The next item was to swear in members and alternates of the Building & Standards Commission (as needed). There were no additional members who needed to be sworn in at this time.

The next item following was to elect Building & Standards Commission Officers: Chairman, Vice Chairman, and Secretary. Commissioner Shine made a motion to keep the officers of the Building and Standards Commission the same as the Planning and Zoning Commission as follows: Larry Robison as Chairman, Robert Robinson as Vice Chairman, and Michael Stegmeyer as the Secretary. Commissioner Bess seconded the motion. **The motion was approved (8-0).**

Agenda Item VI: Turn over to Capital Improvements Advisory Committee- A quorum was established, and the meeting for the Capital Improvements Advisory Committee was called to order at 5:43 P.M.

The next item was to swear in members and alternates of the Capital Improvement Advisory Committee (as needed). There were no additional members who needed to be sworn in at this time.

The next item following was to elect Capital Improvement Advisory Committee Officers: Vice Chairman, and Secretary. Commissioner Austin made a motion to keep the officers of the Capital Improvement Advisory the same as the officers of the Planning and Zoning Commission. Commissioner Austin made a motion to elect Robert Robinson as the Vice Chairman and Michael Stegmeyer as the Secretary. Commissioner Shine seconded the motion. **The motion was approved (8-0).**

The next item was Public Hearings.

CIAC-21-03-A Conduct a public hearing to discuss and consider amended Impact Fee Calculations and recommendations under which an impact fee may be imposed for wastewater facilities for the 2022 wastewater impact fee area and take the appropriate action.

Chairman Robison opened the public hearing. There was no one present who wished to speak in favor or in opposition of the public hearing item. Chairman Robison then closed the public hearing.

Secretary Stegmeyer made a motion to amend the December 8, 2021 recommendations to City Council and recommend approval of the Impact Fee Calculations and recommendations under which an impact fee may be imposed for wastewater facilities for the 2022 wastewater impact fee area for the maximum allowable amount for the ¾" meter at $6,133.00. Vice Chairman Robinson seconded the motion. **The motion was approved (8-0).**

Agenda Item VII: Turn over to Zoning Board of Adjustment- A quorum was established, and the meeting for the Zoning Board of Adjustment was called to order at 5:49 P.M. by Thomas Wilson.

The next item was to swear in members and alternates of the Zoning Board of Adjustment (as needed). There were no additional members who needed to be sworn in at this time.

The next item following was to elect Zoning Board of Adjustment Officers: Chairman, Vice Chairman, and Secretary. Commissioner McClure made a motion to elect Thomas Wilson as the Chairman, David McClure as the Vice Chairman, and Pasquale Anthony Canterino as the Secretary. Commissioner Hermosillo seconded the motion. The motion was approved (5-0).

<u>Agenda Item IX</u>: **Public Comment**:

Larry Robison then opened the **Public Comment** period.

At this time, comments will be taken from the audience on non-agenda related topics, for a length of time not to exceed three minutes per person. To address the Planning and Zoning Commission, Building & Standards Commission, Zoning Board of Adjustment, and the Capital Improvement Advisory Committee please clearly state your name and address for the Planning & Development Administrative Assistant prior to making a comment. No action may be taken by the Planning and Zoning Commission, Building & Standards Commission, Zoning Board of Adjustment, and the Capital Improvement Advisory Committee during Public Comments.

There was no one present who wanted to address the Planning and Zoning Commission, Building & Standards Commission, Zoning Board of Adjustment, or the Capital Improvement Advisory Committee.

<u>Agenda Item X</u>: **Presentations by Staff:**
1. **Introductions**
2. **City issued email accounts**
3. **Public Information and Open Records**
4. **Open Meeting Regulations & Roberts Rules of Order**
5. **Commission roles and responsibilities**
6. **Recent applicable changes in State Law**

<u>Agenda Item XI</u>: Chairman Wilson then adjourned the meeting of the Zoning Board of Adjustment at 7:11 P.M.

<u>Agenda Item XII</u>: Chairman Robison then adjourned the meeting of the Capital Improvements Advisory Committee at 7:14 P.M.

<u>Agenda Item XIII</u>: Chairman Robison then adjourned the meeting of the Building and Standards Commission at 7:14 P.M.

<u>Agenda Item XIV</u>: Chairman Robison then adjourned the meeting of the Planning and Zoning Commission at 7:14 P.M.
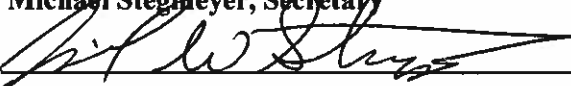
Larry Robison, Chairman DATE:

Michael Stegmeyer, Secretary DATE:
01-26-2022