



**REGULAR PLANNING AND ZONING COMMISSION
MEETING MINUTES
MAY 6, 2019**

COMMISSIONERS PRESENT: Chairperson Josh Spare, Vice-Chairperson John Lopez, Secretary Cheryl Smith, Commissioners Max Coleman, Clayton Fisher, Bill Moser, Shawn Connor, Lynn Motley.

COMMISSIONERS ABSENT: Eduardo Carranza

CITY STAFF PRESENT: Steve Norwood, Director of Development Services, David Jones, Chief City Planner, Charles Lee, Senior Planner, Savannah Ware, Senior Planner, Nyliah Acosta, Planner, Mark Dempsey, Deputy City Attorney, Cindy Mendez, Environmental Manager, and Chris Hartmann, Executive Assistant.

Chairperson Josh Spare called the meeting to order in the Council Chambers in the City Hall Building at 6:35 p.m. Commissioner Motley gave the invocation, Chairperson Spare led the pledge of allegiance to the US Flag, and the Texas Flag.

PUBLIC HEARING AGENDA Item #12- TA180601A- Text Amendment- Sign Standards of the Unified Development Code. Planner Ted Helm presented the case report and gave a Power Point presentation for an amendment to Article 9, Sign Standards, of the Unified Development Code, to include or modify language outlining the City's process for taking action against illegal, damaged, or abandoned signs.

Mr. Helm stated this Text Amendment is to improve the language in regards to the removal and enforcement of illegal signs. The new language will increase the number of avenues the City can take to getting them removed, replaced, or fixed. It also clarifies the code in regards to the Building Advisory and Appeals Board and its role in sign removal. The enforcement is being proposed for Section 14.3. The relevant code being added is as follows:

If the Code enforcement Manager, Chief Building Official or designee determines any sign is illegal, unsafe, unsecured, vacant, abandoned, ill maintained or presents a hazard to the public in any way, he/she may provide written notice to correct any violations thereof to the owner, agent, or person having the beneficial use of the land, building, or structure upon which the sign is located. If the sign is not repaired, made compliant, or removed within the time period specified, then the city official is hereby authorized to take enforcement action as described in the Code of Ordinances Section 1-16. Furthermore, if the sign has not been made compliant, the sign may be brought to the Building Advisory and Appeals Board to cause removal of such sign, and any expense incident hereto shall be paid by the permit applicant, owner of the land,

building, or structure to which such sign is attached or upon which it is erected. If it is determined that the sign is an immediate hazard to the general public, the Chief Building Official may have the sign removed summarily and without notice.

Regulations have also been added for banners to further clarify their standards. Additionally, references to Appendix F have been removed as they are no longer valid with the current sign code. The Development Review Committee recommends approval of the noted amendments to the Unified Development Code.

Chairperson Spare stated there were no questions for staff, opened the public hearing, and called for individuals wishing to speak on this item.

There being no further discussion on the case commissioner Moser moved to close the public hearing and approve case TA180601A as presented and recommended by staff. The action and vote being recorded as follows:

Motion: Moser

Second: Coleman

Ayes: Coleman, Connor, Fisher, Lopez, Moser, Motley, Smith, Spare

Nays: None

Approved: 8-0

Motion: **carried.**