



# AGENDA

## ZONING BOARD OF ADJUSTMENTS

January 16, 2020

Special Session 7:00 p.m.  
Town Hall Council Chambers  
1614 South Bowen Road  
Pantego, Texas

SPECIAL SESSION 7:00 P.M.  
CALL TO ORDER AND GENERAL COMMENTS  
INVOCATION  
PLEDGE OF ALLEGIANCE

### APPROVAL OF MINUTES

1. Approval of Zoning Board of Adjustments Minutes:
  - November 29, 2018

### NEW BUSINESS

2. Discuss and consider action on the appointment of Officers to the 2020-2021 Zoning Board of Adjustments.

### ADJOURNMENT

### CERTIFICATION

Prepared and posted in accordance with Chapter 551 of the Texas Government Code. I, the undersigned authority, do hereby certify that this Notice of Meeting was posted on the outside window of a display cabinet at the Town Hall of the Town of Pantego, Texas, a place of convenience and readily accessible to the general public at all times, and said Notice was posted by the following date and time: Monday, January 13, 2020 at 5:00 p.m., and remained so posted at least 72 hours before said meeting convened.

Alesha Russell-Greve  
Alesha Russell-Greve, Zoning Board of Adjustments Secretary



*Auxiliary aids and services are available to a person when necessary to afford an equal opportunity to participate in Town functions and activities. Auxiliary aids and services or accommodations should be requested forty-eight (48) hours prior to the scheduled starting time by calling the Zoning Board of Adjustment Secretary's office at (817) 617-3702.*

**Complete Zoning Board of Adjustments Agenda and background information are available for review at Town Hall or on the Town website [www.townofpantego.com](http://www.townofpantego.com).**



# AGENDA BACKGROUND

**AGENDA ITEM:** Approval of Zoning Board of Adjustments Minutes from November 29, 2018

**DATE:** January 16, 2020

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**PRESENTER:**

Alesha Russell-Greve, Zoning Board of Adjustments Secretary

**BACKGROUND:**

Review and Consider action of Zoning Board of Adjustments Minutes for November 29, 2018

**RECOMMENDATION:**

Staff recommends approval of Zoning Board of Adjustments Minutes for November 29, 2018 as submitted.

**ATTACHMENTS:**

November 29, 2018 Zoning Board of Adjustment Minutes

**Zoning Board of Adjustments  
Minutes November 29, 2018**

**STATE OF TEXAS                    §**

**COUNTY OF TARRANT           §**

**TOWN OF PANTEGO             §**

**The Zoning Board of Adjustments of the Town of Pantego, Texas, met in special session at 7:00 p.m. in the Town Hall Council Chambers, 1614 South Bowen Road, Pantego, on the 29<sup>th</sup> day of November 2018 with the following members present:**

<b>Al Claros</b>	<b>Chairman</b>
<b>Bill Brown</b>	<b>Board Member</b>
<b>Janice Wood</b>	<b>Board Member</b>
<b>Robert Jordan</b>	<b>Board Member</b>
<b>Charles Jones</b>	<b>Board Member</b>

**Constituting a quorum. Staff present was:**

<b>Matthew Fielder</b>	<b>City Manager</b>
<b>Jessie Hanks</b>	<b>City Secretary</b>
<b>Joyce Stanton</b>	<b>City Engineer</b>

**SPECIAL SESSION 7:00 P.M.**  
**CALL TO ORDER AND GENERAL COMMENTS**

Chairman Claros called the Special Session to order at 7:00 pm.

**INVOCATION**  
**PLEDGE OF ALLEGIANCE**

Board Member Jordan gave the invocation which was followed by the Pledge of Allegiance.

**APPROVAL OF MINUTES**

- 1. Approval of Zoning Board of Adjustments Minutes:**
  - November 15, 2018**

Board Member Brown made a motion to approve the November 15<sup>th</sup> minutes as written. Board Member Jones seconded the motion.

The vote was as follows:

Ayes: Claros, Brown, Jones, Jordan, and Wood.

Nays: None.

Abstentions: None.

Chairman Claros declared the motion passed unanimously.

**NEW BUSINESS**

- 2. Discuss and consider action on the appointment of Officers to the 2018-2019 Zoning Board of Adjustments.**

Chairman Claros made a motion to appoint Robert Jordan as Chairman. Board Member Jones seconded the motion.

The vote was as follows:

Ayes: Claros, Brown, Jones, Jordan, and Wood.

Nays: None.

Abstentions: None.

**Zoning Board of Adjustments  
Minutes November 29, 2018**

Chairman Claros declared the motion passed unanimously.

Board Member Jordan made a motion to appoint Al Claros as Vice Chairman. Board Member Jones seconded the motion.

The vote was as follows:

Ayes: Claros, Brown, Jones, Jordan, and Wood.

Nays: None.

Abstentions: None.

Chairman Claros declared the motion passed unanimously.

Chairman Claros turned the meeting over to the newly appointed Chairman Jordan.

- 3. Discuss, review, and consider action on Zoning Board of Adjustment and Appeals Variance Case V-125, a request by Jonathan Lilley of Westra Consultants, LLC, for a variance from the Town Code of Ordinances, Chapter 14, Sec. 14.06.020, Table 14.06.020 Residential District Standards which states the minimum yard (setback) in feet for the front is 25 feet, the side is 10 feet, and a 35 feet set back from the rear. The proposed variance is to allow for 10 feet front set back on units located along the West and East boundary, 20 feet front setback on the units along the south boundary and interior portion of the sit, a 25 feet rear setback and a 5 feet side setback on all lots. The property is located at 2104 W Arkansas Lane, Pantego, Texas, Blocks 1-3, Lots 1-59 of SkyTec Vista Addition.**

Chairman Jordan read the agenda item caption and opened the floor for discussion.

Mr. Fielder gave the Board and audience a brief summary of the discussion at the last meeting. He stated the item is regarding the setbacks of the property. He explained the cause for the calling of the special meeting, He presented the preliminary plat and the Town's zoning map. He outlined the changes the developer has made to accommodate the Town's request during the plat process. He stated staff is recommending approval of the variance and highlighted the reasoning.

Jacq Duncan, SkyTec Development, presented several renderings of the proposed property. She reviewed the layout of the property, proposed use, and the plans for the units. She outlined the request for the setbacks and the need for the request. She presented the proposed elevations for the buildings.

Michael Wellbaum, Westra Consultants, informed the Board the reason for the request is to accommodate for a wider street to provide run for emergency vehicles. The Board inquired about the use of the street for parking. Ms. Duncan explained the development will have a HOA with rule regarding parking on street. The Board expressed their concerned about the drainage of the property. Mr. Wellbaum addressed the concerns by explaining the proposed drainage plans. There were discussions about the location of the proposed setback variance, the privacy of the property, and the current and proposed drainage of the property.

Board Member Claros made a motion to approve variance case V-125 as presented. Board Member Brown seconded the motion.

The vote was as follows:

Ayes: Claros, Brown, Jones, Jordan, and Wood.

Nays: None.

Abstentions: None.

Chairman Claros declared the motion passed unanimously.

**ADJOURNMENT**

Chairman Claros adjourned the Special Session at 7:57 p.m.

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**Al Claros, Chairman**

**ATTEST:**

**Zoning Board of Adjustments  
Minutes November 29, 2018**

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**Alesha Russell-Greve  
Zoning Board of Adjustments Secretary**



# AGENDA BACKGROUND

**AGENDA ITEM:** Discuss and consider action on the appointment of Officers to the 2020-2021 Zoning Board of Adjustments.

**DATE:** January 16, 2020

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**PRESENTER:**

Alesha Russell-Greve, Zoning Board of Adjustments Secretary

**BACKGROUND:**

Each year in June, Council appoints the new and/or returning members to the Zoning Board of Adjustment. According to Section 1.05.072 Conduct of Business; Officers; Bylaws of the Town of Pantego Code of Ordinances, the Zoning Board of Adjustment shall elect a chairman and vice chairman from its memberships each year by July following the appointment of its new members. Due to not having a scheduled meeting, elections never occurred. Therefore, The Board Members need to elect their chairman and vice chairman for the 2020-2021 Fiscal Year. Oath of office will be performed prior to the meeting.

**RECOMMENDATION:**

Staff is at the discretion of the Board.

**ATTACHMENTS:**

None.