

**MINUTES OF THE REGULAR MEETING  
CITY OF RIVER OAKS  
PLANNING AND ZONING COMMISSION  
JULY 25, 2016**

**MEMBERS PRESENT:**

JAMES MYRICK, CHAIRMAN, PLACE 1  
RUTH TEAGUE, VICE-CHAIR, PLACE 3  
PAUL SIMPSON, PLACE 4  
BRAD GALLMAN, PLACE 5  
SHERRIE UPTMORE DAST, ALTERNATE 2  
JOANN GORDON, COUNCIL LIAISON

**STAFF MEMBERS PRESENT:**

SUSAN STEWART, ZONING SECRETARY  
MARVIN GREGORY, ZONING ADMINISTRATOR

**MEMBERS ABSENT:**

KATHY RODDEN, PLACE 2 (MEDICAL)  
HUB MAKARWICH, ALTERNATE 1 (PERSONAL)

1. CALL TO ORDER

Chairman Myrick called the Regular Meeting of the River Oaks Planning and Zoning Commission to order at 7:05 p.m. on Monday, July 25, 2016 at the River Oaks City Hall, 4900 River Oaks Blvd., River Oaks, Texas 76114.

2. INVOCATION AND PLEDGE OF ALLEGIANCE

Member Gallman delivered the invocation. The pledges of allegiance to the United States and the Texas Flags were recited.

3. MEMBER ROLL CALL

The roll call was recorded as follows: Member Rodden was absent due medical reasons and Alternate Member Makarwich was absent with a personal conflict.

Alternate Member Dast served as a voting member in the absence of Kathy Rodden, Place 2 for this meeting only.

4. STATEMENT OF APPOINTED OFFICIAL AND OATH OF OFFICE FOR 2016 BOARD APPOINTEES

Secretary Stewart administered the Statement of Appointed Official and the Oath of Office to Member Simpson and Alternate Member Dast.

5. 2016 ORGANIZATIONAL MEETING PURSUANT TO THE ADOPTED PLANNING AND ZONING COMMISSION RULES AND PROCEDURES

Member Dast moved, seconded by Member Gallman, for Ruth Ann Teague to remain as the Vice-Chair for the Planning and Zoning Commission for 2016-2017. All voted "Aye."

6. APPROVAL OF MINUTES FROM THE MAY 23, 2016 REGULAR MEETING

Member Dast stated that she had left a message with CS Gregory that she would not be present and she requested the minutes reflect such.

Member Gallman moved, seconded by Member Simpson, to accept the minutes with the noted changes. All voted "Aye."

**7. PUBLIC HEARING: IN ORDER TO RECEIVE CITIZEN COMMENTS ON THE PROPOSED PROPERTY RE-PLAT IN THE FOREST ACRES ADDITION BEING 1.157 ACRES OF LAND AS REQUESTED BY RECORD OWNER(S), BRADLEY SMITH INGE AND PAM CRAIG INGE, RE-PLATTING THE EXISTING LOT 9A OTHERWISE KNOWN AS 812 ROBERTS CUT OFF RD. INTO 3 SEPARATE INDIVIDUAL LOTS IN AN R-1 SINGLE-FAMILY ZONING DISTRICT. (ZONING CASE # PZ 2016-05)**

At 7:12 p.m. the public hearing was opened.

ZA Gregory stated that the three lots subdivided meet the R-1 requirement of 10,000 square feet. ZA Gregory noted that the two rear lots are vacant and will be developed at a later time. ZA Gregory described a 21-foot easement on the left side of the property which will be used for a private driveway to access all three properties. CS Gregory explained that the drive would have a turnaround which has been approved by the Fire Department. CS Gregory reported that a fire hydrant must be installed prior to development to within 300-feet.

Brad Inge, explained that the utilities for the rear units would be installed under the driveway. ZA Gregory confirmed that the Fire Chief has approved the hammerhead portion of the driveway.

With no public comment the public hearing was closed at 7:18 p.m.

**8. ACTION FROM PUBLIC HEARING: CONSIDER RECOMMENDATION TO THE CITY COUNCIL REGARDING APPLICATION FOR THE REQUEST FOR THE PROPOSED PROPERTY RE-PLAT IN THE FOREST ACRES ADDITION BEING 1.157 ACRES OF LAND AS REQUESTED BY RECORD OWNER(S), BRADLEY SMITH INGE AND PAM CRAIG INGE, RE-PLATTING THE EXISTING LOT 9A OTHERWISE KNOWN AS 812 ROBERTS CUT OFF INTO 3 SEPARATE INDIVIDUAL LOTS IN AN R-1 SINGLE-FAMILY ZONING DISTRICT. (ZONING CASE # PZ 2016-05)**

**Member Dast moved, seconded by Member Gallman, to approve the proposed request in the Forest Acres Addition being 1.157 acres of land as requested by the record owners, Bradley Smith Inge and Pam Craig Inge, re-platting the existing lot 9A otherwise known as 812 Roberts Cut Off into three separate individual residential lots in and R-1 single-family zoning district subject to the following: must meet all the utility requirements for each lot. All voted "Aye."**

9. EXECUTIVE SESSION PURSUANT TO CHAPTER 551, TEXAS GOVERNMENT CODE, THE PLANNING AND ZONING COMMISSION RESERVES THE RIGHT TO CONVENE INTO EXECUTIVE SESSION(S) FROM TIME TO TIME ON ANY POSTED AGENDA ITEM TO RECEIVE ADVICE FROM

ITS ATTORNEY AS PERMITTED BY LAW DURING THIS MEETING. THE PLANNING AND ZONING COMMISSION MAY CONVENE IN EXECUTIVE SESSION TO DISCUSS THE FOLLOWING:

*Section 551.071: Pending or contemplated litigation or to seek advice from Attorney*

**None called for.**

10. ACTION FROM EXECUTIVE SESSION

**None.**

11. ADJOURN

**At 7:19 p.m. Member Dast moved, seconded by Member Simpson, to adjourn the meeting. All voted "Aye".**

**APPROVED THIS 24<sup>th</sup> DAY OF OCTOBER 2016**

**ATTEST:**

  
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Susan Stewart, Zoning Secretary

**APPROVED:**

  
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James Myrick, Chairman