

**STATE OF TEXAS** §  
**COUNTIES OF POTTER** §  
**AND RANDALL** §  
**CITY OF AMARILLO** §

On the 6<sup>th</sup> day of March 2023, the Amarillo Planning and Zoning Commission met in a work session at 2:45 PM to review agenda items, and then convened in regular session at 3:00 PM in the City Council Chambers on the third floor of City Hall, 601 S. Buchanan, Amarillo, Texas, with the following members present:

| VOTING<br>MEMBERS               | PRESENT | NO.<br>MEETINGS<br>HELD | NO.<br>MEETINGS<br>ATTENDED |
|---------------------------------|---------|-------------------------|-----------------------------|
| Renee Whitaker, Vice Chairwoman | Y       | 53                      | 51                          |
| Royce Gooch, Chairman           | Y       | 120                     | 115                         |
| Jason Ault                      | Y       | 99                      | 78                          |
| Fred Griffin                    | Y       | 53                      | 52                          |
| Cindi Bulla                     | Y       | 29                      | 25                          |
| Jeff Perkins                    | Y       | 29                      | 21                          |
| Lex Graham                      | Y       | 5                       | 5                           |

**CITY STAFF:**

Emily Koller, Director of Planning and Development Services  
Drew Brassfield, Assistant Director of Planning and Development Services  
Cody Balzen, Principal Planner  
Brady Kendrick, Senior Planner  
Leslie Spear-Schmidt, Senior Assistant City Attorney  
Andreanna Jarrett, Recording Secretary

**I. Call to order and establish a quorum is present.**

Chairman Royce Gooch opened the meeting at 3:00 PM, established a quorum and conducted the consideration of the following items in the order presented.

**II. Public Address:** Citizens who desire to address the Planning and Zoning Commission with regard to items on the agenda will be received at this time.

Chairman Royce Gooch asked if anyone wanted to speak on an item?

No comments were made.

**III. Consent Agenda:** The Commission may request a consent agenda item to be moved to the Regular Agenda for presentation and comment. Otherwise, the consent agenda will be

considered in one vote. Consent agenda items are routine items recommended for approval, and which do not include requests for waivers or variances.

1. Approval of the minutes of the February 22, 2023, Planning and Zoning Commission Regular Meeting.

A motion to approve the minutes was made by Commissioner Cindi Bulla, seconded by Commissioner Fred Griffin.

Motion passed unanimously.

#### **IV. Regular Agenda:**

1. **PLAT/S:** The Planning and Zoning Commission will consider the following plat/s:
  - A. P-23-04 Eden Park Unit No. 3, a suburban subdivision to the City of Amarillo and a rural subdivision to Potter County, Texas, in Section 145, Block 9, B.S.&F. Survey, Potter County, Texas.  
VICINITY: Blessen Rd. and Stone Creek Rd.  
APPLICANT/S: Furman Land Surveyors, Inc. for George Menke

Brady Kendrick, Senior Planner, presented this item. This plat is for the purpose of creating 91 residential lots from an unplatted tract of land in the City's Extraterritorial Jurisdiction (ETJ) and outside of the ETJ, in Potter County. When originally designed and constructed, this plat was entirely outside the ETJ. Due to a recent annexation, the tract is now bisected by the City's ETJ boundary and requires approval by both the Planning and Zoning Commission and the Potter County Commissioners Court. The Planning and Zoning Commission will only be approving the portion of the plat that is inside the City's ETJ. The plat has been sent to the Potter County Road and Bridge Department for review to ensure the plat complies with the approved construction documents and all conditions for approval have been satisfied. Confirmation of this has not been received by Staff nor has it been provided by the applicant. Considering the just mentioned, Staff recommends approval of the plat as presented, pending confirmation provided to Staff from Potter County that all conditions for approval have been satisfied.

Vice Chairwoman Renee Whitaker ask if corrected originals have already been submitted and if we are just needing confirmation from Potter County.

Mr. Kendrick replied yes.

Chairman Royce Gooch asked the commissioners if they have any other questions.

Commissioner Cindi Bulla asked if any part of the plat in a flood zone.

Mr. Kendrick replied no.

Commissioner Fred Griffin asked if it is close to a flood zone.

Mr. Kendrick replied there are some in the area but not in this plat boundary.

Chairman Royce Gooch asked if anyone in the audience would like to speak on behalf of this item.

No comments were made.

Chairman Royce Gooch asked if anyone in the audience would like to speak in opposition to this item.

No comments were made.

A motion to approve this item pending confirmation provided to Staff from Potter County that all conditions for approval have been satisfied was made by Commissioner Jason Ault, seconded by Vice Chairwoman Renee Whitaker.

Motion passed unanimously.

- B. P-23-14 Rolling Hills Unit No. 7, a suburban subdivision to the City of Amarillo, being a replat of Lot 8 and a portion of Lot 9, Block 24, Rolling Hills Unit No. 3, in Section 220, Block 2, A.B.&M. Survey, Potter County, Texas.

VICINITY: Ravine Trl. and Willow Creek Dr.

APPLICANT/S: Atlas Land Surveying LLC for Michael and Rita Holloway

Brady Kendrick, Senior Planner, presented this item. This plat is for the purpose of creating a single platted lot from previously platted land in the City's Extraterritorial Jurisdiction. Lots that are served with a private water well and septic system are required to be a minimum of one acre (TCEQ requirements) or an alternative design for the septic system must be approved that will meet standards. In this instance, the Amarillo Area Public Health District has reviewed and approved a variance for the septic system on the lot and recommends approval of the plat. Notices were sent as required by State Law and as of this writing, no comments have been received. Considering the just mentioned, Staff recommends approval of the plat as presented with the variance for lot area.

Chairman Royce Gooch asked the commissioners if they have any questions.

Commissioner Jason Ault asked if there was any consideration taken concerning the duplex use requiring more septic use since it will be a two-family home?

Mr. Kendrick replied yes, the Health District does take use into account when reviewing the septic system.

Commissioner Cindi Bulla asked why one acre is the minimum size requirement.

Brady Kendrick replied TCEQ requires a minimum of one acre, but we have language in our subdivision ordinance that gives us the authority to look at a designed system for instances a one-acre lot is not achievable.

Commissioner Cindi Bulla asked if this septic system was a vertical design.

Mr. Kendrick replied that there are a variety of septic systems available, and we look at them case by case when they come in. There is a variety of ways a person can get a variance for this.

Chairman Royce Gooch asked if the commissioners have any other questions.

No additional questions were asked.

Chairman Royce Gooch asked if anyone in the audience would like to speak on behalf of this item.

No comments were made.

Chairman Royce Gooch asked if anyone in the audience would like to speak in opposition to this item.

No comments were made.

A motion to approve this item with the variance was made by Commissioner Cindi Bulla, seconded by Commissioner Fred Griffin.

Motion passed unanimously.

- C. P-23-18 Wolflin Terrace Unit No. 3, an addition to the City of Amarillo, being a replat of a portion of Lot 5 and all of Lots 6 and 7, Block 114, Wolflin Terrace Unit No. 2, in Section 186, Block 2, A.B.&M. Survey, Randall County, Texas.

VICINITY: Travis St. and S.W. 30th Ave.

APPLICANT/S: Furman Land Surveyors, Inc. for Rick and Elizabeth Smith.

Brady Kendrick, Senior Planner, presented this item. This plat is for the purpose of creating a single residential lot from previously platted land inside the City Limits. This is a residential replat and therefore requires a public hearing and consideration from the Planning and Zoning Commission. Notices were sent as required by State Law. As of this writing, no comments have been received on this plat. Considering the just mentioned, Staff recommends approval of the plat as presented.

Chairman Royce Gooch asked the commissioners if they have any questions.

No comments were made.

Chairman Royce Gooch asked if anyone in the audience would like to speak on behalf of this item.

No comments were made.

Chairman Royce Gooch asked if anyone in the audience would like to speak in opposition to this item.

No comments were made.

A motion to approve this item was made by Commissioner Lex Graham, seconded by Commissioner Jason Ault.

Motion passed unanimously.

- D. P-23-20 North Riverroad Gardens Unit No. 3, a suburban subdivision to the City of Amarillo, being a replat of a portion of Tracts 1 and 2, North Riverroad Gardens, in Section 12, Block 1, B.S.&F. Survey, Potter County, Texas.

VICINITY: Mobley St. and Bluebonnet Dr.

APPLICANT/S: Furman Land Surveyors, Inc. for Greg Carter

Brady Kendrick, Senior Planner, presented this item. This plat is for the purpose of creating a single lot from previously platted land in the City's Extraterritorial Jurisdiction. This is a

residential replat and therefore requires a public hearing and consideration from the Planning and Zoning Commission. Notices were sent as required by State Law. As of this writing, no comments have been received on this plat. Considering the just mentioned, Staff recommends approval of the plat as presented pending the return of corrected originals.

Chairman Royce Gooch asked the commissioners if they have any questions.

No comments were made.

Chairman Royce Gooch asked if anyone in the audience would like to speak on behalf of this item.

No comments were made.

Chairman Royce Gooch asked if anyone in the audience would like to speak in opposition to this item.

No comments were made.

A motion to approve this item pending the return of corrected originals was made by Vice Chairwoman Renee Whitaker, seconded by Commissioner Cindi Bulla.

Motion passed unanimously.

- E. P-23-21 Geo. W. Klock's Subdivision Unit No. 14, an addition to the City of Amarillo, being a replat of Tract 24, Geo. W. Klock's Subdivision, in Section 166, Block 2, A.B.&M. Survey, Potter County, Texas.

VICINITY: Cliffside Dr. and Broadway Dr.

APPLICANT/S: Furman Land Surveyors, Inc. for Janet Simmons

Brady Kendrick, Senior Planner, presented this item. This plat is for the purpose of creating two residential lots from a previously platted lot inside the City Limits. This is a residential replat and therefore requires a public hearing and consideration from the Planning and Zoning Commission. Notices were sent as required by State Law and one comment in the form of a general inquiry has been received. Due to corrected originals not yet being provided, that would address significant comments regarding emergency access for this plat, Staff recommends the plat be tabled to the next regularly scheduled meeting of the Planning and Zoning Commission.

Chairman Royce Gooch asked the commissioners if they have any questions.

No comments were made.

Chairman Royce Gooch asked if anyone in the audience would like to speak on behalf of this item.

No comments were made.

Chairman Royce Gooch asked if anyone in the audience would like to speak in opposition to this item.

No comments were made.

A motion to table this item until the March 20, 2023, meeting was made by Vice Chairwoman Renee Whitaker, seconded by Commissioner Jeff Perkins.

Motion passed unanimously.

2. **VACATION/S:** The Planning and Zoning Commission will consider the following vacation/s:

- A. V-23-01 Vacation of the 20-foot-wide public right-of-way (alley) located in Block 192, Glidden & Sanborn Addition, an addition to the City of Amarillo, in Section 169, Block 2, A.B. & M. Survey, Potter County, Texas.  
VICINITY: N. Taylor St. and Amarillo Blvd.  
APPLICANT/S: Che Shadle for Joel Favela

Brady Kendrick, Senior Planner, presented this item. The above vacation was tabled at the previous Planning and Zoning Commission meeting. At this time, the item is not ready for consideration by the Commission and as such, Staff recommends the item be tabled to the next regularly scheduled meeting of the Planning and Zoning Commission.

Commissioner Fred Griffin asked if we have seen this item before.

Brady Kendrick replied yes, Toot N' Totum is going to be occupying a good portion of this block upon vacation and Amarillo National Bank does have a potential project upon vacation of the alley being completed. The reason they are proposing a new alley segment is because they have not been able to get ahold of Church's Chicken.

Chairman Royce Gooch asked if the commissioners have any other questions.

No comments were made.

Chairman Royce Gooch asked if anyone in the audience would like to speak on behalf of this item.

No comments were made.

Chairman Royce Gooch asked if anyone in the audience would like to speak in opposition to this item.

No comments were made.

A motion to table this item until the March 20, 2023 meeting was made by Commissioner Cindi Bulla, seconded by Commissioner Lex Graham.

Motion passed; Commissioner Jason Ault abstained from the vote.

3. **MISCELLANEOUS:** The Planning and Zoning Commission will discuss the following item/s:

Cody Balzen presented the Planning Commissioner Training Discussion on Course 6: Basic legal framework for Planning Officials. This course introduces the laws that give planning officials the powers to perform their duties. It also introduces the sources and types of law that planning officials should know in order to understand the legal basis for planning and zoning.

Mr. Balzen stated that this course is one of the more important ones that the Commissioners should watch as it sets basis for how and why the Commission is able to do what they do. Links to State Law sections that apply and frequently used terminology was included in the notes given to the Commission. Additionally, Mr. Balzen stated that this portion of the training has a lot of crossovers to the City Plan that is now underway as well. Topics that were discussed between Mr. Balzen and the Commission included the following:

- Difference between items that the Council approves versus the Planning and Zoning Commission and where that authority comes from.
- How the Comprehensive Plan factors into zoning cases (the Future Land Use map and Neighborhood Unit Concept along with police powers and their ties to State Law).
- The Planning and Zoning Commission's role in being a recommending body to the City Council on City Plan and other process/case such as the Zoning Ordinance re-write and the nature of the relationship between the two.
- The relationship between the City and Potter and Randall County, how that impacts development related decisions both in and outside the ETJ, and how interlocal agreements come into play.

4. **Discuss Items for Future Agendas.**

No items were discussed.

The meeting was adjourned at 3:35 PM.

A handwritten signature in black ink that reads "Emily Koller". The signature is fluid and cursive, with a long horizontal line extending from the end of the name.

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Emily Koller, AICP  
Director of Planning