

MINUTES OF THE MEETING OF THE PLANNING COMMISSION HELD IN THE COUNCIL CHAMBERS, AT CITY HALL, 1212 AVENUE M, HUNTSVILLE, TEXAS ON THE 21TH DAY OF FEBRUARY 2019 AT 5:30 PM.

Members present: Woods; Barry; Garrison; Johnson; Jenkins

Members absent: Thompson; Nichols

City staff present: Ridley; Larkins

1. CALL TO ORDER

The meeting was called to order by Chairman Woods. [5:30PM]

2. PLEDGE OF ALLEGIANCE

a. U.S. Flag

b. Texas Flag

3. INVOCATION

Commissioner Barry led the invocation.

4. CONSIDER the minutes of the February 7, 2019 meeting.

Commissioner Garrison moved to approve the minutes of the February 7, 2019 meeting. Second was by Commissioner Jenkins. The vote was unanimous.

5. REVIEW, DISCUSS & CONSIDER final draft language for *Shared Housing Design Criteria* and the *Development Code* for the regulation of Attached and Detached Purpose-built Shared Housing.

Staff Planner, Leigha Larkins, presented the draft language for the revised portions of the Purpose-Built Shared Housing Design Criteria per the Decision Package options approved at the February 7, 2019 meeting. A staff proposed change for the definition of Detached Purpose-Built Shared Housing, to allow for more than one detached structure to be placed on an individual lot, was also presented. **Larkins** made note of the anticipated schedule for the required public hearings, before Planning Commission on March 7th and City Council on April 2nd, for the draft language for the revision of the *Development Code* for the proposed regulation of Purpose-Built Shared Housing. Also, Staff will present the proposed regulations to City Council at a workshop on March 5th.

Commissioners discussed the proposed change for the definition for Detached Purpose-Built Shared Housing with staff providing background as to why the definition change is requested. Additional land area, increasing the minimum lot size, will be required for each additional detached unit placed on an individual lot.

Chairman Woods opened the floor for public comment.

Charles Smither, Jr. commented regarding the placement of more than one detached shared housing unit on an individual lot and noted that reference to shared housing is not in the draft language for Development Code Section 12.808.D.

Chairman Woods called for vote on the revised definition for Purpose-Built Shared Housing, Detached.

Commissioner Garrison moved to approve the revision of the definition for Purpose-Built Shared Housing, Detached. Second was by Commissioner Jenkins. The vote was unanimous.

Several Commissioners expressed interest in attending the City Council workshop regarding purpose-built shared housing on March 5th. Staff will post notice of possible quorum for Planning Commission attendance at the March 5th, 5:00 PM Council workshop.

6. DISCUSS & CONSIDER the Planning Commission 2019 Work Schedule Meeting Times.

Chairman Woods opened the discussion regarding Planning Commission meeting times. City Planner, **Janet Ridley**, pointed out that the dates for Planning Commission meetings are specified in the adopted Planning Commission Rules and Regulations, meeting times are not. Article 4 – Meetings states as follows:

- A. *Regular meetings of the Commission shall be held on the first and third Thursday of each month at the time and location posted in the public notice. The Commission shall adopt a regular meeting date schedule at the beginning of each activity year.*

Ridley noted that Staff prefers 5:30 PM meeting times, should the Commission wish to meet at the same time for both monthly meetings.

Chairman Woods noted that in the past Commissioners, who were employed, had issues with the 12:00 PM (Noon) meeting time. Commissioners Jenkins and Barry also commented regarding issues attending the 12:00 PM meetings due to work and commitments.

Commissioner Barry moved to set the meeting time for all scheduled Planning Commission meetings at 5:30 PM, noting that meeting time can be adjusted warranted. Second was by Commissioner Jenkins. The vote was unanimous.

Regarding the 2019 Planning Commission Work Schedule, **Ridley** asked if there were any additional planning items/projects that the Commission wished to address. The Commission having none, **Ridley** noted that a Work Schedule will be presented for Commission review and approval at a future meeting.

7. PUBLIC COMMENTS

John Kerr Smither spoke expressing support for design-based guidelines such as those being proposed for regulation of purpose-built shared housing. He also presented a letter, dated January 10, 2019, which has been sent to various citizens, encouraging citizen participation at Planning Commission Meetings to support “*good planning and design*” for Huntsville. Smither also suggested that a topic for the Planning Commission 2019 Work Schedule would be the Huntsville Cultural District.

8. ITEMS OF COMMUNITY INTEREST

- *Leigha Larkins, Staff Planner, noted that the Planning Department has a SHSU student, Rebekah Groff, as an intern for the Spring Semester. She will be attending future Planning Commission Meetings as her schedule allows.*

9. ADJOURNMENT

Chairman Woods adjourned the meeting. [6:16 PM]