



## Department Memo

---

### Planning & Zoning Commission Meeting

---

**DEPARTMENT:** Development Services

**FROM:** Peggy Fisher, Administrative Assistant Sr.

**MEETING:** May 23, 2023

---

**SUBJECT:**

Approve the minutes from May 9, 2023 Regular Session of the Planning & Zoning Commission meeting.

**SUMMARY:**

Minutes from the May 9, 2023 Regular Session of the Planning & Zoning Commission meeting.

**OPTIONS:**

Approve as presented

**RECOMMENDATION:**

Approve the minutes from the May 9, 2023 Regular Session of the Planning & Zoning Commission meeting.

**PRIOR ACTION/INPUT (Council, Boards, Citizens):**

None

**FISCAL IMPACT:**

None

**STAFF CONTACT:**

Peggy Fisher  
Recording Secretary  
[pfisher@burlesontx.com](mailto:pfisher@burlesontx.com)  
817-426-9611

## PLANNING AND ZONING COMMISSION

May 9, 2023  
MINUTES

### Roll Call

#### Commissioners Present

Adam Russell(Chair)  
David Hadley  
Dan Taylor  
Cobi Tittle  
Bill Janusch  
Michael Tune  
Clint Faram  
Todd Hulse  
Michael Kurmes  
Bobby Reading

#### Commissioners Absent

#### Staff

Matt Ribitzki, City Attorney  
Emilio Sanchez, Assistant Director Development Services  
Peggy Fisher, Administrative Assistant

### **REGULAR SESSION**

#### **1. Call to Order – 6:00 PM**

**Invocation – Dan Taylor**

**Pledge of Allegiance**

#### **2. Citizen Appearance**

None

#### **3. Consent Agenda**

- A.** Consider approval of the minutes from April 25, 2023 Planning and Zoning Regular Commission meeting. (Staff Contact: Tony McIlwain, Director Development Services).
- B.** Space Acres North Addition; Lots 34R-1, 34R-2, 34R-3 and Lot 34R-4, Block 1 (Case 23-016): Consider approval of a replat of Lots 34R-1, 34R-2,

34R-3 and Lot 34R-4, Block 1 of Space Acres North Addition (*Staff Presenter: JP Ducay, Senior Planner*)

Motion made by Commissioner David Hadley and second by Commissioner Todd Hulsey to approve the consent agenda.

Motion passed, 9-0.

#### **4. Public Hearing**

- A. Top Dog Texas at 136 NW Ellison (Case 22-134):** Hold a public hearing and consider an ordinance for a SUP, Specific Use Permit, allowing “Kennel (Indoor)” in the C, Commercial Zoning District. (*Staff Presenter: JP Ducay, Senior Planner*)

JP Ducay presented the case to the Commission, reviewed the staff report, and answered questions from the Commission.

Commission Chairman Adam Russell opened the public hearing at 6:05 p.m.

Commission Chairman Adam Russell closed the public hearing at 6:05 p.m.

Adam Gibson, 748 Willow Creek, applicant, answered questions regarding this item.

Motion made by Commissioner Clint Faram and second by Commissioner Bill Janusch to approve.

Motion passed, 9-0.

#### **5. Reports and Presentations**

None

#### **6. Other Items for Consideration**

##### **Nomination and Election of Planning and Zoning Commission Chairman.**

Motion made by Commissioner Bill Janusch and second by Commissioner Dan Taylor to nominate Michael Tune as Commission Chairman.

Motion passed, 9-0.

##### **Nomination and Election of Planning and Zoning Commission Vice Chairman.**

Motion made by Commissioner Clint Faram and second by Commissioner Bill Janusch to nominate Dan Taylor as Commission Vice Chairman.

Motion passed, 9-0.

## **7. Community Interest Items**

Chairman Adam Russell addressed the commissioners and thanked them and the citizens for electing him as a City Councilman. He thanked staff as well.

Emilio Sanchez, Assistant Director of Development Services thanked Adam Russell for his service as Planning & Zoning Chairman and presented him with a plaque.

Commissioner Bill Janusch thanked Adam Russell for his service as Planning & Zoning Chairman.

## **8. Executive Session**

**The Planning & Zoning Commission reserves the right to convene in Executive Session(s) during this meeting pursuant to the following Sections of the Government Code of the State of Texas:**

- 1. Pursuant to Sec. 551.071 consultation with its Attorney: The Planning & Zoning Commission may conduct private consultations with its attorneys when the Planning & Zoning Commission seeks the advice of its attorney concerning any item on this agenda or a matter in which the duty of the attorney to the Planning & Zoning Commission under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with Chapter 551 of the Government Code.**

## **8. Adjourn**

There being no further business Chair Adam Russell adjourned the meeting.  
**Time – 6:15 PM**

---

Peggy Fisher  
Administrative Assistant  
Recording Secretary