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## Special Planning and Zoning Commission Meeting

**DEPARTMENT:** Development Services

**FROM:** Emilio Sanchez, Development Services Assistant Director

**MEETING:** February 5, 2024

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**SUBJECT:**

Consider approval of a minute order recommending approval of a resolution setting the method by which notice shall be given of the joint public hearing to be held jointly by the City Council and the Planning and Zoning Commission on March 4, 2024 to consider an ordinance amending the City of Burleson Zoning Ordinance codified in Appendix B of the City of Burleson Code of Ordinances relating to liquor sales. (*Staff Contact: Emilio Sanchez, Development Services Assistant Director*)

**SUMMARY:**

Appendix B, Article I, Section 6-105 (f) of the City's Code of Ordinances prescribes the type of notice to be given for a joint public hearing between the City Council and the Planning and Zoning Commission. The Code provision is written as follows:

*The city council may, by resolution, elect to combine the planning and zoning commission hearing and the council hearing; however, the city council shall not take action upon any proposed amendment or change until it has received the final report and recommendation from the planning and zoning commission. When the joint hearing provision of this ordinance is in effect, the city council shall cause a notice showing the time and place of the hearing to be published in a newspaper of general circulation at least 15 days prior to the hearing. In addition, notice of all jointly held public hearings on proposed changes in classification shall be sent to owners of real property lying within 200 feet of the property on which the change in classification is proposed, the notice to be given not less than ten days before the date set for hearing, to all the property owners as the ownership appears on the last approved city tax roll. Such notice may be served by depositing it, properly addressed and postage paid, in the United States mail. When any such amendment relates to a change of a zoning regulation or to the text of this ordinance not affecting specific property, notice requirements shall be the same as those specified in paragraph (c), above.*

**RECOMMENDATION:**

Staff recommends approval of the method of notice as detailed in the resolution.

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

None

**REFERENCE:**

<https://ecode360.com/39938217>

**FISCAL IMPACT:**

None

**STAFF CONTACT:**

Emilio Sanchez  
Development Services Assistant Director  
[esanchez@burlesontx.com](mailto:esanchez@burlesontx.com)  
817-426-9686