

Dan Davis, Chairman
Edwina Miller
Bob Snow



Richard Farris, Jr.
Mary Cox
Alex Nemer, II

NOTICE OF MEETING
PLANNING AND ZONING COMMISSION AGENDA
Thursday, May 5, 2016 @ 1:30 PM
City Council Chambers
504 N. Queen Street, Palestine, Texas

CALL TO ORDER

APPROVAL OF THE MINUTES

1. Consider the minutes of the March 3, 2016 regular meeting.

REGULAR AGENDA

1. Requests for Qualifications-Zoning Ordinance Update.
Review and consider qualifications for professional planning services for a comprehensive update to the Palestine Zoning Ordinance and map.

OTHER BUSINESS

1. Updates on zoning and other development matters.
2. Future agenda items.

ADJOURN

NOTE: Pursuant to Section 551.071 of the Texas Local Government Code, the Planning and Zoning Commission reserves the right to adjourn into a closed meeting at any time regarding any item on the agenda for which it is legally permissible.

The City of Palestine City Council Chambers is accessible in accordance with the Americans with Disabilities Act. Reasonable accommodations will be provided for persons attending this meeting. Requests for accommodations or interpretive services must be made 48 hours prior to the meetings. Please contact the City Secretary at (903) 731-8414 for further information.

CERTIFICATION

I, the undersigned authority, do hereby certify that this Notice of Meeting was posted on the outside bulletin board at the main entrance to City Hall, 504 North Queen Street, Palestine, Texas, on the following date and time:

Monday, May 2, 2016 at 1:25 pm



Jeffrey Lyons,
Development Services Director



**MEETING MINUTES
PLANNING AND ZONING COMMISSION
March 3, 2016**

Members Present: Dan Davis, Chairman, Edwina Miller, Mary Cox, Bob Snow and Richard Farris, Jr., and Alex Nemer II

Staff Present: Jeffrey Lyons, Director of Development Services, Tim Perry, Public Works Director

CALL TO ORDER – REGULAR MEETING

Chairman Davis called the Regular Meeting to order at 1:35 p.m.

APPROVAL OF THE MINUTES

Commissioner Nemer made a motion to approve the regular minutes of the February 4, 2016 meeting as submitted, seconded by Commissioner Cox. Upon vote, the motion carried unanimously.

REGULAR AGENDA

Consider amendments to off-street parking, driveway and storage yard standards as found in Chapter 40 Development, Article XI. Case # DCA 16-01.

Michael Medford with Schaumburg and Polk, Inc. presented changes to the off-street parking regulations which includes better organization of the information, updated and easy to read tables and diagrams, and the removal of contradictions and ambiguities that exist in the current ordinance.

Commissioner Miller asked how the off-street parking ordinance affected residential properties where no improved driveway existed. Jeffrey Lyons and Tim Perry explained that there was no requirement per the off-street parking ordinance for an existing residence to install a driveway where one did not exist. Commissioner Nemer requested that the amended ordinance clarified the off-street parking requirements for residential properties.

Commissioner Snow asked Staff if there were any substantial changes in the amended regulations. Staff stated that there were none, only clarifications on existing regulations and improved tables and diagrams.

After conclusion of the discussion, Commissioner Nemer made a motion to approve the changes to the off-street parking regulations, seconded by Commissioner Miller. Upon vote, the motion carried unanimously.

OTHER BUSINESS

Staff updated the Commission on upcoming zoning and development matters.

ADJOURN

With no further business, the meeting was adjourned at 2:16 pm.

Dan Davis, Chairman

Attest:
Jeffrey Lyons
Development Services Director

**Planning and Zoning Commission
City of Palestine, Texas
Agenda Action Form**

AGENDA DATE:	May 5, 2016	AGENDA ITEM	
AGENDA SUBJECT:	Review and consider requests for qualifications (RFQ's) from Professional Planning Consultants for the comprehensive zoning ordinance update.		
PREPARED BY:	Jeffrey Lyons	Date Submitted:	May 2, 2016
EXHIBITS:	None.		

SUMMARY:

Council authorized Development Services to send out requests for qualifications (RFQ's) seeking the services of Professional Planning Consultants to update the existing zoning ordinance and map. The deadline for receiving the RFQ's is Wednesday, May 4th.

The role of the Planning Commission will be to open the RFQ's at the meeting, review the applicant's qualifications, and recommend a consultant to the City Council. After approval of the Commission's recommendation, Staff will request that the selected consultant submit a proposal which will include a list of deliverables and a price quote.

Below is a brief summary of the City's expectations from the consultants:

SCOPE OF SERVICES AND DELIVERABLES.

The consulting firm awarded the project will work closely with City Staff and members of the Planning and Zoning Commission. Development Services will be the primary point of contact and will coordinate and implement the proposed zoning ordinance.

The consultant will be expected to provide the following services during the project:

1. Research and analysis;
2. Public involvement and outreach;
3. Geographic Information Systems mapping and data creation;
4. Record keeping of public involvement;
5. Presentations to the public, City Staff, Planning and Zoning Commission, and the City Council.

MAIN OBJECTIVES-ZONING ORDINANCE UPDATE.

Comprehensive update of the entire zoning ordinance to include but not limited to the following:

General Development and Planning Standards:

1. Update general use land use definitions.
2. Reduce list of zoning districts.
3. Update zoning use graph table and dimensional requirement graph.
4. Revise development standards for all zoning districts.

5. Restructure procedure and requirements for Planned Unit Developments.
6. Consider implementing new overlay districts in areas where certain special uses and activities may be encouraged.
7. Review the current standards for site plan approval.
8. Review and revise the current standards for primary and accessory structure setbacks.
9. Review and revise the current standards for lot sizes in each zoning district.
10. Consider implementing certain historic preservation development standards within the historic districts.
11. Review and revise standards for buffer yards.
12. Incorporate standards for considering the approval of specific use permit requests.
13. Consider residential and commercial design standards such as minimum square feet for new construction and facade standards.
14. Review and update the standards for non-conforming structures and lots.
15. Remove outdated and obsolete regulations.

Property Zoning:

1. Updated zoning map and zoning layer in Geographic Information Systems format reflecting new zoning categories on properties where applicable.

Format:

1. Provide diagrams and exhibits that depict zoning concepts such as buffer yards, accessory building permitted locations, fence requirements, lot measurements, ect.
2. Provide in a digital format with embedded links where sections of the ordinance reference additional standards that may be found throughout the document.

Consistency and Compatibility with Chapter 40 Development:

1. Consider options for reincorporating elements of the zoning ordinance that were previously removed and codified in the development code or providing embedded links between the two documents.

DELIVERABLES.

The consultant shall prepare the zoning ordinance in a format agreed upon by the city. In addition to the ordinance, the consultant shall provide the city with an updated zoning layer in a Geographic Information System format.

RECOMMENDED ACTION:

Staff recommends that the Commission review all requests for qualifications and recommend the most qualified Consultant to the City Council.