



**MINUTES**  
**Planning and Zoning Meeting**  
**Municipal Court Building, 540 Civic Blvd**  
**July 08, 2024 at 6:00 PM**

**Call Meeting to Order**

Meeting was called to order at 7:00PM. Brian DeBrauva presided.

**PRESENT**

Commissioner John Alexander  
Commissioner Van Bridges  
Commissioner Brian Doubrava  
Commissioner Michael Mann  
Commissioner Kami Means  
Council Liaison Garry Wilson

**ABSENT**

Chairman Ransom Ellis  
Commissioner Cynthia Hyder

**Approve Agenda**

Vice-chairman Brian DeBrauva moved to amend the agenda altering an incorrect date for the minutes.

Motion made by Commissioner Mann, Seconded by Commissioner Alexander.

Voting Yea: Commissioner Alexander, Commissioner Bridges, Commissioner Doubrava, Commissioner Mann, Commissioner Means

**Approve Minutes**

1. Possible Vote to Approve Minutes from Previous Planning and Zoning Commission Meeting held May 13, 2024.

Motion made by Commissioner Mann, Seconded by Commissioner Alexander.

Voting Yea: Commissioner Alexander, Commissioner Bridges, Commissioner Doubrava, Commissioner Mann, Commissioner Means

**Meeting Procedures**

Associate Planner Patrick Ruiz read the meeting procedures.

**Public Hearings**

2. **REZN 24-012.** Public Hearing and Possible Vote to Recommend the Approval of An Application to Change the Zoning Classification of Approximately One point One-Eight (1.18) Acres, Located



at 1548 East Hamilton Street, from a split-zoning of Multi-Family Residential (R-3), Local Commercial (C-1), and General Commercial (C-2) to Local Commercial (C-1).

Staff report presented by Patrick Ruiz, Associate Planner.

Speakers on behalf of the application: Ryan Stalzer

Speakers in support of the application: none

Speakers in opposition of the application: none

Motion made by Commissioner Mann, Seconded by Commissioner Alexander.

Voting Yea: Commissioner Alexander, Commissioner Bridges, Commissioner Doubrava, Commissioner Mann, Commissioner Means

**3. VACA 24-001.** Recommending the Approval of An Application to Vacate a Drainage Easement at 505 West Brookfield Street.

Staff report presented by Patrick Ruiz, Associate Planner.

Speakers on behalf of the application: none

Speakers in support of the application: none

Speakers in opposition of the application: none

Motion made by Commissioner Bridges, Seconded by Commissioner Mann.

Voting Yea: Commissioner Alexander, Commissioner Bridges, Commissioner Doubrava, Commissioner Mann, Commissioner Means

### **Other Business**

At this time Chairman Ellis arrived and sat with the Commission for the remainder of the Agenda.

### **Citizen Participation**

#### **BUILDS Department Update**

4. The Planning and Zoning Commission is a state mandated body that performs a very important function. P&Z 101 is an opportunity for Commissioners and BUILDS Staff to better familiarize themselves with the purpose and powers of the Planning and Zoning Commission. Each month Staff will introduce a new topic and provide a brief summary to the Commission. Depending on the given topic certain materials, supporting statutes, ordinances, and adopted documents will be provided and covered.


This months topic: Commission Duties - Land Use Map Amendments (Rezoning) and Planned Development Districts (PDDs).

Chris Tabor, Principal Planner, presented.

### **Adjournment**


Motion made by Commissioner Mann, Seconded by Chairman Ellis.

Voting Yea: Commissioner Alexander, Commissioner Bridges, Commissioner Doubrava, Chairman Ellis, Commissioner Mann, Commissioner Means



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Chris Tabor, Principal Planner



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Ransom Ellis, Chairman  
Brian Doubrava