



# PLANNING COMMISSION

## CITY OF BAY CITY

Thursday, February 11, 2021 at 6:00 PM  
COUNCIL CHAMBERS | 1901 5th Street

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*Bay City is committed to developing and enhancing the long-term prosperity, sustainability, and health of the community.*

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## AGENDA

### CALL TO ORDER

### APPROVAL OF AGENDA

### APPROVAL OF MINUTES

- [1.](#) Meeting Minutes of October 15, 2020

### REGULAR ITEMS FOR DISCUSSION, CONSIDERATION AND/OR APPROVAL:

- [2.](#) Variance ~ Discuss, consider, and/or approve a variance to Section 114.162 (f) at Nichols & Norvell, Lots 3-6 (less 5x25), Block 12 (3322 6th Street) (Dianne Brown, William M. Bell).
- [3.](#) Presentation ~ Training presentation of Planning Commission duties

### ITEMS / COMMENTS FROM BOARD MEMBERS

### PUBLIC COMMENTS

State Law prohibits any deliberation of or decisions regarding items presented in public comments. City Council may only make a statement of specific factual information given in response to the inquiry; recite an existing policy; or request staff places the item on an agenda for a subsequent meeting.

### ADJOURNMENT

### CERTIFICATION OF NOTICE

This is to certify that the above notice of a Special Called Meeting was posted on the front window of the City Hall of the City of Bay City, Texas on **Monday, February 15, 2021 before 6:00 p.m.** Any questions concerning the above items, please contact Mayor Robert K. Nelson at (979) 245-2137.

**AGENDA NOTICES:**Bay City Planning Commission:

The Bay City Planning Commission serves as an advisory body to City Council and the Mayor. Therefore, although the Board does not fall under the purview of the Texas Open Meetings Act, its meetings shall be open to members of the public.

Attendance by Other Elected or Appointed Officials:

It is anticipated that members of other city board, commissions and/or committees may attend the meeting in numbers that may constitute a quorum of the other city boards, commissions and/or committees. Notice is hereby given that the meeting, to the extent required by law, is also noticed as a meeting of the other boards, commissions and/or committees of the City, whose members may be in attendance. The members of the boards, commissions and/or committees may participate in discussions on the same items listed on the agenda, which occur at the meeting, but no action will be taken by such in attendance unless such item and action is specifically provided for on an agenda for that board, commission or committee subject to the Texas Open Meetings Act.

The facility is wheelchair accessible and accessible parking spaces available. Request for accommodations or interpretive services must be made 48 hours prior to the meeting. Please contact the City Secretary's Office at 979-245-5311 or email, [jthompson@cityofbaycity.org](mailto:jthompson@cityofbaycity.org) for further information.

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Jeanna Thompson

*City Secretary*

**CITY OF BAY CITY**  
**MINUTES • OCTOBER 15, 2020**

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**COUNCIL  
CHAMBERS | 1901  
5th Street**

**Planning Commission Meeting**

**5:30 PM**

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**1901 5TH STREET  
BAY CITY TX,77414**



***Bay City is committed to developing and enhancing the long-term prosperity, sustainability, and health of the community.***

**CALL TO ORDER**

Mayor Robert K. Nelson called the meeting to order at 5:42 pm.

**PRESENT**

Erik Frankson, Commissioner  
Joshua Fortenberry, Commissioner  
Jessica Russell, Commissioner

**ABSENT**

Floyce Brown, Commissioner  
Zeinab Ghais , Commissioner

Quorum is present

**Also Present:**

Mayor Robert K. Nelson  
Shawna Burkhart, City Manager  
Anne Marie Odefey, City Attorney  
Barry Calhoun, Public Works Director  
Alyssa Dibbern, City Engineer Tech

Luis Rodriguez,

**APPROVAL OF AGENDA**

Motion made by Jessica Russell to approve the agenda with item three (3) to be discussed before two (2) and four (4)., seconded by Joshua Fortenberry. Voting Yea: Eric Frankson, Joshua Fortenberry,

Jessica Russell. Motion carried.

**APPROVAL OF MINUTES**

- 1. Motion made by Eric Frankson to approve the minutes of September 17, 2020, Seconded by Jessica Russill. Voting Yea: Eric Frankson, Joshua Fortenberry, Jessica Russell. Motion carried.

**REGULAR ITEMS FOR DISCUSSION, CONSIDERATION AND/OR APPROVAL:**

- 3. **Discuss, consider, and/or approve a variance to amend the plat to include a private utility at 2900 Nichols Road.** Luis Mangana

Motion made by Jessica Russell to vacate the plat and note the condition that if and when City utilities are extended to the property boundry the owner would be required to tie in to both water and sewer within 180 days and file a new plat with these conditions, Seconded by Joshua Fortenberry.  
 Voting Yea: Eric Frankson, Joshua Fortenberry, Jessica Russell. Motion carried.

- 2. **Discuss, consider, and/or approve appointing a Chairman.**

Mayor Nelson selected Jessica Russell as the Chairman. Her appointment and swearing in will be placed on a Regular Council meeting agenda.

Jessica Russell left the meeting at 6:07 pm and there is no longer a quorum.

- 4. **Planning Commission training.**

Training was postponed and to be reschedule when all members could be present,

**ITEMS / COMMENTS FROM BOARD MEMBERS**

none

**PUBLIC COMMENTS**

none

**ADJOURNMENT**

Meeting adjourned at 6:09 pm.

**PASSED AND APPROVED**, this \_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
 JESSICA RUSSELL  
 CHAIRMAN



CITY OF BAY CITY  
VARIANCE REQUEST

1901 5th Street  
Bay City, TX 77414  
(979) 245-5311  
(979) 323-1681 fax

All requests for a variance shall be filed with the City Secretary. Each request shall be accompanied by a \$75.00 filing fee, a drawing/illustration depicting the property affected by the request, and any additional supplemental documentation that you want the Variance Committee to consider. **Incomplete requests will not be accepted.**

Date: 1/25/21

Name of Requestor (please print): DIANNE BROWN

Address of Requestor: 307 C.R. 32 Phone Number: 979-264-0953

Angleton, TX 77515 Email Address: dbrown-cofhe@yahoo.com

Address of subject property: 3322 6th St. Bay City

Legal description of subject property: Nichols + Norwell Lots 3-6 (Class 5x25 Lot 6) Bk 12

Section(s) of the City's Code of Ordinances from which the variance is being sought:

Sec. 114-162.15 of the Code of Ordinances

Sec. \_\_\_\_\_ of the Code of Ordinances

Sec. \_\_\_\_\_ of the Code of Ordinances

In detail, please state the reason for the request: City Ordinance states no whole blood in waste system. I'm asking for a variance based on 3 existing funeral homes are putting whole blood in the system.

The Variance Committee will consider variance requests from the following:

- (a) Ch. 22 (Buildings and Building Regulations)
- (b) Ch. 46 (Flood Damage Prevention)
- (c) Ch. 54 (Mobile Homes, etc.)
- (d) Ch. 78 (Off Street Parking (Angle Parking)

- (e) Ch. 94 (Streets, Sidewalks and Other Public Places
- (f) Ch. 98, Sec. 98-122 -- Subdivision Streets
- (g) Ch. 110, Sec. 110-178 (Traffic and Vehicles (Angle Parking).

Otherwise, the Planning Commission will consider the variance request.

Decisions of the Variance and Planning Committees shall be filed with the City Secretary's Office and promptly reported to the requestor. All decisions may be appealed to the City Council.

Dianne Brown

Requestor Signature