



REGULAR MEETING MINUTES  
PLANNING & ZONING COMMISSION  
CITY OF LANCASTER, TEXAS  
TUESDAY, FEBRUARY 8, 2011



**CALL TO ORDER:**

Vice Chair Elkins called the meeting to order at 7:01 p.m. on February 8, 2011.

**COMMISSIONERS**

**MARIAN ELKINS, VICE-CHAIR  
ROBERT POINTER  
MARY JANE COLTON  
VALERIE PERKINS**

**CITY STAFF**

<b>RONA STRINGFELLOW-GOVAN</b>	<b>DIRECTOR OF DEVELOPMENT SERVICES</b>
<b>NATHANIEL BARNETT</b>	<b>SENIOR PLANNER</b>
<b>JULIE PANDYA</b>	<b>CITY ATTORNEY</b>

**MEMORIAL MOMENT OF SILENCE AND SPECIAL RECOGNITION OF THE SERVICE GIVEN BY PAST CHAIR POLLY SHIELDS**

Vice Chair Elkins opened the meeting with a memorial tribute for Polly Shields, the past Chair who had recently passed away. Director Stringfellow-Govan read a brief statement about Ms. Shields' education and service to her community. A moment of silence was observed and flowers were placed at the seat Chair Shields had occupied to commemorate her years of service to the Planning and Zoning Commission.

**CITIZENS COMMENTS:** (At this time citizens will be allowed to speak only on matters contained on the Planning and Zoning Commission agenda)

Nancy Moffett, 2105 North Houston School Road, spoke of the commitment Polly Shields had for the community. She stated that Ms. Shields had run for City Council a few years prior. She spoke of the love Ms. Shields had for the City of Lancaster and how she worked tirelessly to preserve it.

**CONSENT AGENDA:** Items listed under the consent agenda are considered routine and are generally enacted in one motion. The exception to this rule is that a Commission member may request one or more items to be removed from the consent agenda for separate discussion and action.

1. Consideration of the January 4, 2011 Regular Meeting Minutes.

Vice Chair Elkins entertained a motion on the consent agenda.



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**COMMISSIONER POINTER MADE THE MOTION TO APPROVE THE MINUTES FROM THE MEETING ON JANUARY 4<sup>TH</sup>, SECONDED BY COMMISSIONER PERKINS.**

**AYES: COLTON, ELKINS, PERKINS, POINTER  
NAYES: N/A**

**THE MOTION CARRIED 4-0.**

**ELECTION OF A CHAIR AND VICE CHAIR**

Vice Chair Elkins entertained a nomination for Chair of the Planning and Zoning Commission.

**COMMISSIONER PERKINS NOMINATED MARY JANE COLTON FOR CHAIR, SECONDED BY COMMISSIONER POINTER.**

There being no other nominations for Chair, Vice Chair Elkins called for a vote for Chair.

**AYES: COLTON, ELKINS, PERKINS, POINTER  
NAYES: N/A**

**THE NOMINATION WAS APPROVED 4-0.**

Vice Chair Elkins entertained a nomination for Vice Chair of the Planning and Zoning Commission.

**COMMISSIONER PERKINS NOMINATED MARIAN ELKINS FOR VICE CHAIR, SECONDED BY COMMISSIONER POINTER.**

There being no other nominations for Vice Chair, Vice Chair Elkins called for a vote for Vice Chair.

**AYES: COLTON, ELKINS, PERKINS, POINTER  
NAYES: N/A**

**THE NOMINATION WAS APPROVED 4-0.**

The meeting was then turned over to newly elected Chair, Mary Jane Colton. Chair Colton moved to the next order of business on the agenda, the Discussion items. She called for Staff presentation.



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**DISCUSSION**

2. **Z11-02** Request for a Specific Use Permit for a Tattoo Studio use for Property Generally Located approximately 250 feet north of the Northeast Corner of Dallas Avenue and West Pleasant Run Road.

Senior Planner Barnett gave a brief presentation regarding the request for the SUP for a tattoo studio. Senior Planner Barnett briefly touched upon major points that had been brought up at the last Commission meeting regarding the tattoo studio such as parking, lighting, screening, and adjacent property owners at the proposed location. He also mentioned that this item would be coming up again for a recommendation from the Commission due to the fact that a split vote was the outcome at the January meeting without a positive or negative recommendation. The City Council had voted in majority to approve the item but since no positive recommendation came forward, it required a super majority vote at Council.

The Commissioners thanked him for addressing and answering many of their concerns. The applicant was also present and spoke on wanting to move to a bigger location for more maneuverability for her husband who is in a wheelchair, the privacy of the customers who will be allowed to receive their tattoos in private rooms, and for more space for customers to view the artwork. Commissioner Colton asked about the hours of operation being shortened on Friday and Saturday from midnight. The applicant stated that those were the only nights they were opened late and it would cause them an additional expense of reprinting business cards and letter heads which included their hours of operation. Commissioner Elkins asked about what would be displayed in the large windows in the building they wished to occupy. The applicant stated that there would only be a small sign showing they were open. She did not want to cover up the windows with dark curtains because of safety precautions for the patrons and workers. Senior Planner Barnett added that they would be regulated by what the Sign Ordinance allowed for display as well.

This was a discussion item only and no further action was to be taken.

3. Review procedures for conducting meetings, making motions, and general conduct.

Senior Planner Barnett gave a brief presentation on the script used to conduct the meetings for the benefit of the newly elected Chair and Vice Chair. He mentioned it was good for all of the members to be aware of the procedures in the event that both the Chair and Vice Chair were absent. He also reviewed the procedures for how to make motions and how to vote on various items. Senior Planner Barnett admonished the Commissioners to bring this information with them to each meeting to help them as they went through the meeting. The Commissioners thanked Senior Planner Barnett for the information and for helping to simplify the process and their roles.



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Chair Colton entertained a motion to adjourn.

**A MOTION WAS MADE BY COMMISSIONER POINTER AND SECONDED BY COMMISSIONER PERKINS TO ADJOURN.**

**AYES: COLTON, ELKINS, PERKINS, POINTER**

**NAYES:**

**THE MOTION CARRIED 4-0.**

Meeting was adjourned at 7:51 p.m.

Handwritten signature of Mary Jane Colton in blue ink.

Mary Jane Colton, Chair

**ATTEST**

Handwritten signature of Nathaniel Barnett in blue ink.

Nathaniel Barnett, Senior Planner